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THE

COMPLETE PHONOGRAPHER:

BEING

AN INDUCTIVE EXPOSITION

OF

PHONOGRAPHY,

WITH ITS APPLICATION TO ALL BRANCHES OF REPORTING, AND AFFORDING THE FULLEST INSTRUCTION TO THOSE WHO HAVE NOT THE ASSISTANCE OF AN ORAL TEACHER; ALSO INTENDED AS A SCHOOL BOOK.

BY

JAMES E. MUNSON,

OFFICIAL STENOGRAPHER TO THE SURROGATE'S COURT OF NEW YORK.

NEW YORK:

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1872.

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PREFACE.

THE use of Phonography by shorthand writers has become so general, and the superiority of the system over all other kinds of stenography so universally acknowledged, that it is now unnecessary to say anything of its comparative merits, or to press its claims upon the public, for no one about to commence the study of shorthand would think for a moment of taking up any other. The principles, too, of the Science of Phonetics, upon which Phonography is based, are, in a sort of general way, so commonly understood, that an extended explanation of them seems to be no longer necessary. It is, however, highly proper, on presenting this new phonographic instruction-book to the public, that I should state my reasons for so doing, and more especially as it introduces several important modifications of the system.

The leading features of Phonography are the result of the labors of Mr. Isaac Pitman of England, who for nearly thirty years has devoted much of his time to its development and propagation; but the high degree of perfection to which it has been brought, is owing in great measure to the suggestions of thousands of practical phonographers, both in England and the United States. This mode of development has its merits and demerits. Coming as it has from the brains of such a vast number and variety of people, Phonography possesses a richness of material which could hardly have been obtained in any other way; but, on the other hand, this kind of growth has had a tendency to render the system less uniform and consistent in matters of detail than it would have been had it emanated from a single mind.

Now, my first aim has been to restore, as far as possible, simplicity and harmony, by adhering to general principles and discarding all unnecessary expedients; and my second, to more completely adapt the system to the requirements of the reporter. Mr. Pitman, in his very laudable desire and efforts to bring the benefits of Phonography within reach of the masses of England, has seriously, and as I think unnecessarily, impaired it as a mere system of stenography. This work, however, has been prepared expressly in the interest of reporting, and hence everything that would tend to hinder the learner in acquiring a knowledge of the art for that purpose, has been omitted.

With this end in view, what is termed the "Corresponding Style" of Phonography has been entirely discarded, because its tendency was to foster a disconnected and lengthy style of writing wholly incompatible with reporting habits; for, as it is a principle of the human mind that first impressions are the most lasting, it often takes years of practice to fully acquire the "Reporting Style" when the writer has once indulged himself for any considerable time in the use of the "Corresponding." In fact, I have often heard many of the oldest reporters say (and I will add that it also accords with my own experience) that in very rapid reporting they were still troubled with a tendency to use long and disconnected forms; or, in other words, to return to the forms and style of writing that they used while learning. Therefore, instead of dividing Phonography into two distinct styles, one to be used as a stepping-stone to the other, I have treated it as one unbroken system, and have endeavored to furnish a series of lessons that will conduct the learner as rapidly as possible, and without any intermediate halting, directly to a knowledge of the principles and practice of the art in its highest development.

The other most important changes that I have made are those of simplification; and in this respect I have merely adhered or returned to established rules and principles where other authors have departed from them. And this has been done at an occasional sacrifice of *apparent* brevity, though not of *real* or *practical* brevity; for it must be borne in mind that swift writing is quite as much a mental as a manual process, and consequently any attempt to shorten the outlines of words by exceptional expedients, or by deviations from general rules, is only transferring the labor from the fingers to the brain, and should never be done unless the gain in brevity is very marked, as the hesitation caused by the anomalous form is apt to more than consume the time saved by the relief to the hand. These seemingly obvious principles have heretofore been but little understood by writers on the subject of Phonography, and the system has in consequence become so complicated by exceptional forms and expedients that it has as yet failed to exhibit its full powers. In one of the earliest American phonographic books* this tendency to complication is noticed and deprecated. The writer says, "Who does not know that a few hundred words subject to exceptional or particular rules throw doubt and uncertainty over every word in the language." This remark must not, however, be construed as condemning the use of contractions, for, to use the words of the same writer, "imperfect skeletons create no confusion, inasmuch as if the contraction happens to be unknown

* The Phonographic Word-Book No. 1, by Andrews & Boyle. 1849.

to the writer, he merely writes the word in full, and no breach of any rule is committed; while, when known, they contribute to brevity, and seldom, in any case, cause any difficulty in reading. They ought, therefore, to be provided for, and are not to be considered as falling under the condemnation of exceptional and particular rules."

The chief material phonographic change introduced in this work, because it is the one upon which most of the other modifications depend, is the adoption of the vowel-scale of Isaac Pitman's Tenth Edition. This scale differs from the old one in the inversion of the order of the dot-vowels (the dash-vowels remaining the same as before), as shown in the following arrangements:

OLD SCALE.	NEW SCALE.
ē, ĭ — aw, ŏ	ah, ă — aw, ŏ
ā, ĕ — ō, ŭ	ā, ĕ — ō, ŭ
ah, ă — oo, ŏŏ	ē, ĭ — oo, ŏŏ

So radical a change as this would not be adopted by me except for what I consider to be good, and, indeed, imperative reasons; in fact, nothing would justify it unless it can be shown that the new scale offers some very considerable advantages over the old. This, however, I think I shall have no difficulty in fully demonstrating. But, as no gains can ever be secured in Phonography by introducing changes, without some corresponding losses, and as such losses are always sure to present themselves to the casual observer a great deal sooner, and with much more force, than the gains, it will be necessary for me to state this matter somewhat in detail.

The most important fundamental principle of Phonetics is what is termed the "Second Law" of Dr. Latham, which requires "that sounds within a determined degree of likeness be represented by signs within a determined degree of likeness; while sounds beyond a certain degree of likeness be represented by distinct and different signs, and that uniformly." The observance of this law in the arrangement of the various details of the phonographic system has made it the most perfect and scientific method of shorthand writing ever devised. In the representation of the consonant-sounds the rule has been strictly carried out, and, although a few exceptions occur, they are only such as could not possibly be avoided. Thus, we see the four Gutturals *kay*, *gay*, *ing*, and *hay* represented by four of the horizontal signs; the six Palatals *chay*, *jay*, *ish*, *zhee*, *ree*, and *yay* by signs inclined to the right; the six Dentals *tee*, *dee*, *ees*, *zee*, *ith*, and *dhee* by perpendicular signs; and the five Labials *pee*, *bee*, *ef*, *vee*, and *way* by signs inclined to the left. Again, the distinction between the breath-consonants and the subvocals is very appropriately marked by a mere difference in

the shading. But when we come to the vowels, a very material deviation is seen, for in the old vowel-scale this important law seems to have been in a measure ignored or violated, and that without the excuse of a real or even apparent necessity. By examining into the nature of the vowel-sounds it will be found that they are susceptible of three different and distinct classifications; namely, into long and short vowels, palatals and labials, and into open and close vowels. Now, in the old vowel-scale the first two of these classifications are very appropriately and fully shown; the first by employing heavy signs for long, and light signs for short vowels; and the second, by writing the palatals with dot-signs, and the labials with dashes. But the third, and the most important classification practically, and the one that should have been indicated by the marked distinction of difference of position, is entirely overlooked. In the new vowel-scale this glaring defect is removed, and the consistency and harmony of the system completely restored. Still, if the innovation had not carried along with it great practical benefit, as well as the mere mental satisfaction of being right in principle, I should probably never have felt justified in making it. Indeed, it was the practical gain to be derived from the change which first attracted my attention. But I have found in this instance, as on many other occasions while preparing this work, that it was impossible to separate principle from practice, and that the more implicitly I obeyed general and fundamental rules, and the more closely I adhered to correct principles, rejecting as much as possible all expedients and compromises, the less difficulty I had with my practice.

In the early part of my experience as a shorthand reporter, some eight or nine years ago, I found, and I had also heard it remarked by others, that in swift writing a great deal of uncertainty was oftentimes caused by the indistinctness of the tick or dash word-signs, arising from the liability, on the one hand, of mistaking them for half-length signs, and on the other, of confounding them with the dot word-signs. This difficulty I conceived the idea of remedying, by substituting for these ticks, full-length stem signs, which would not only offer the great advantage of being always distinct, but, as a compensation for loss of brevity owing to the increased length, and sometimes the curvature of the new signs, would furnish much greater facility in phrase writing, from the application to them of the various principles of abbreviation and consonant modification, which was not possible with the tick-signs. But at the very outset of my attempt I encountered a serious obstacle, and one which for a time seemed insurmountable. I found that as the vowels were then arranged it would be impossible to effect anything but a partial reform in this respect, ex

cept by throwing a great many words out of their proper positions, and thus, while removing one defect, introduce or augment another perhaps equally undesirable. However, after a long series of experiments, in which Mr. Charles E. Wilbour gave me very valuable assistance, I discovered that by reversing the order of the dot-vowels of the old scale, the difficulty of position would also disappear; and I immediately adopted the new scale, introduced the proposed change in regard to the word-signs, and have continued to use these improvements ever since.

There are also other advantages that have arisen from the use of the new scale, one of the most important and practical of which is the increased legibility it gives to Phonography. Formerly, when broad, open vowels were paired with close ones, if by accident, in writing vocalized Phonography, a first-place vowel was a sort of "neutral," that is, neither a proper dot nor a proper dash, we had to choose between the dissimilar sounds *ē* and *aw*,—the one not being at all suggestive of the other. In the new scale we have to choose between *ah* and *aw*, two sounds so similar that the one would, in all probability, immediately suggest the other. Thus, an occasional stumbling in the reading of phonographic writing, owing to uncertainty as to the intended character or length of a vowel-sign, is rendered much less likely to occur in the new scale than in the old. It is also properly claimed by the advocates of the new scale that it is an improvement upon the old one, because in practice it renders the process of writing the vowel-signs much briefer and more simple than it was before. For instance, as the short vowel *ă* (the sound of *a* in *mad*) is much oftener used than the vowel *ĭ* (the sound of *i* in *pin*) as the initial sound of words, and as it is the common practice of phonographers, although in deviation from the general rule, to write the signs of initial vowels before commencing to write the consonant outline, it follows that *ă* is more conveniently, as well as most appropriately, written in the first position. Again, the sound *ĭ* is best written in the third position, because that vowel (which is often represented in the common spelling by the letter *y*) occurs much more frequently than any other at the end of words, and immediately preceding the last consonant or syllable of a word. By writing first according to the old scale, and then according to the new, such words as *pity*, *city*, *Atlantic*, *ability*, *apily*, *fossil*, *many*, etc., the gain will be very apparent. Then, too, the third position for final *ĭ* comes more easily to the writer's hand than does the first, because there is an analogy between the position which it now occupies in a phonographic outline, and its position in the common spelling of the word,—being in both cases at the end.

The greatest practical benefit, however, that comes from the use of the new arrangement of the vowels, is the increased legibility it gives to unvocalized Phonography, by more generally throwing words that contain the same or similar consonants into different positions The reason of this is, that as in the case of such words the consonants cease to be a means of distinction, there is a natural tendency to make it by a marked difference between the sounds of the vowels, and especially those upon which the accent falls; and, hence, as in the new scale those vowels that differ most in sound are represented by signs that differ most in position, and as words are written in the position of their accented vowels, it follows that words of similar outlines will be more likely to take positions distinct from each other, than if the old scale were used. It was this very peculiarity of the new scale that so readily and completely solved the problem—of which mention has already been made—of replacing the tick-signs by simple stems, without detriment to the system.

I have also rejected from general use the dot-sign for *h* and the brief signs for *w* and *y* and a following vowel. In the early editions of Phonography, before *w* and *y* were considered as consonants, no stems were appropriated to represent them, and hence from necessity they were written with signs detached from the skeleton of the word. And even after these sounds were placed on a footing with the other consonants in respect to having stem-signs, it still remained necessary to retain the old signs in certain classes of words, because the modifications of the new stems were arbitrarily used for other purposes; as, for instance, the half-lengths of the signs for *w* and *y* to represent respectively *rd* and *ld*, instead of *wt* and *yt*. Now, however, as the stems which are provided for these sounds, may be modified in the same manner and to the same extent as any other consonant-sign, the old brief signs are not only useless, but, if employed, serve to perpetuate irregular and inconsistent outlines, and thus to unnecessarily complicate the system. The rejection of the detached signs for *w* and *y* has enabled me, too, to construct a new and much more scientific scheme for representing the diphthongs and double vowels than has heretofore been possible. I have also, for the sake of convenience, adopted the plan which prevails with the English phoneticians, of never using the diphthong *ew* at the commencement of words, but treating the initial element as a consonant, and representing it by the sign *yay*; and, on the other hand, of seldom or never using the sign *yay* in the middle of words, a vowel-sign being substituted. This somewhat arbitrary rule has been adopted because it is often difficult to decide whether a *y* or *ē* sound is the one used; and because uniformity of writing among phonographers is even more

desirable than absolute accuracy of representation in each particular case that may arise. I have taken great pains to fully classify the words given in the Writing Exercises, so that the learner, from the heading of each section, will be able to determine readily the outline of every word in it. These exercises will also be found to be very full, containing in fact nearly all the words of the language; so that while the hasty learner is at liberty to make omissions at his pleasure, the wants of those who wish to be more thorough are amply provided for. I ought, too, in justice to say, that had I not had the old Word Books of Andrews & Boyle to assist me, I never would have had the time or inclination to do this part of the work.

It has been a common fault with writers of stenographic books, from the beginning of shorthand down to the present day, to plagiarize to an unlimited extent from other authors, trusting no doubt to the almost universal ignorance of the public in regard to the art, or to its mystery, to screen their wholesale piracies from detection. To the honor of authors of phonographic works, however, it should be said, that they have very generally been exceptions to this rule. In emulation of the more honorable of these writers, and also by way of a personal acknowledgment on my part to those who have so kindly and freely assisted me in preparing this work, I propose, as briefly as possible, to give the credit of the more important changes now introduced, to whom it rightfully belongs.

There is probably no one phonographer who has contributed more to the later improvements of Phonography than Mr. Wilbour. It was he, I believe, who first suggested the plan of distinguishing on all curves the *l*-hook from the *r*-hook by making the former large and the latter small; thus removing the necessity for the inconsistency of changing the forms of *f*, *v*, *th*, *dh*, *m*, and *n*, when the *r*-hook was attached, and of making exceptions to the *r* and *l*-hook principle, of the letters *s*, *z*, *l*, *ng*, *n*, *m*, *h*, *w*, *y*, and downward and upward *r*. We are also indebted to him for the *ter*-hook; and to his experiments and practice is due in great measure the high degree of perfection to which the art of phrase-writing has now been brought. To Mr. J. A. MacLauchlan, whose investigations respecting the vowels, and the best modes of representing them, have been very extensive, belongs the credit of having first suggested the idea of arranging and representing the group-vowels substantially as I have done in my double-vowel schemes. The nomenclature that I have adopted is the same as that given by Mr. Pitman in the Seventh Edition of his Manual, with a few slight changes adapting it to the recent alterations of the system. The *yay* and *way* hooks were first suggested by myself. I take this opportunity, too, of expressing my obligations to the reporters of New York generally for the

interest they have manifested in this work, and for the encouragement they have so constantly extended to me during its preparation; and especially should I thank Mr. Andrew Devine, whom I have often consulted on doubtful points, and whose reliable judgment has been of very great service to me. The engraving of the illustrations in the text and of the Reading Exercises was done by the skillful hand of Mr. Chauncey B. Thorne, of Skaneateles, N. Y.; and for neatness, clearness, and beauty, I confidently assert that this work has never been equaled by any other phonographic engraver. And when we consider that the whole of it was done over three hundred miles away from the author, its entire freedom from errors and mistakes is almost marvelous. To the carefulness and attention of the reader of the proofs of this work, Mr. Stephen Jenkins, is due in great measure the high degree of accuracy of the letter-press matter.

While preparing this work, I have consulted all the phonographic instruction books, and most of the phonographic periodicals, that have been published from time to time in this country and in England, as well as quite a number of works on other systems of stenography; also many phonetic works, including those of Mr. A. J. Ellis, and Dr. Latham's "Hand-Book of the English Language." I have, however, derived by far the most assistance from the old, but very philosophic, works of Andrews and Boyle. A new, uncompleted work, by Mr. A. J. Marsh of San Francisco, shows, in many respects, a keen perception of what is required by learners of Phonography, although it does not introduce any extensive reforms of the system. From it I borrowed the rule at section 120. But I had written section 108 almost in its exact words, months before I ever saw Mr. Marsh's work, which contains the same new and useful rule.

At the time sections 51, 52, 53, and 91 were written and stereotyped, I had not examined the new (1864) edition of Webster's Unabridged Dictionary. Had I done so I should have found that my own conclusions as to the nature of the elements of the diphthong *ew* had been anticipated in the introduction to that work, and I also should not have written section 91 as it now stands. Indeed, when I consider how deficient most lexicographers have been in knowledge of the science of Phonetics, and that not one single dictionary (previous editions of Webster's included) had been up with the times in this respect, I am delighted to find that this new edition is an exception, and that it is everything the most exact and thorough phonetician could desire.

J. E. M.

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INTRODUCTION.

In order to write shorthand expertly, one must possess a thorough and familiar knowledge of the principles and rules of the art, which is to be attained by study, and a hand trained to accuracy and brought to a high state of discipline by a long and thorough course of practice in writing. Each of these requirements is of the highest importance, as no amount of excellence in one will make up for defects in the other.

There are two radically different modes of pursuing the study of Phonography, either of which may be adopted at the option of the learner. One plan is to commence by learning to read it only, so as to be able to decipher the outlines with considerable facility before any attempt is made to write it at all; and the other, to learn to both read and write it at the same time. With the first plan the learner should confine himself, the first time he goes through the book, to reading the engraved exercises (commencing on page 205), in connection with the study of the rules given in the text; and then the writing exercises (commencing on page 189) may be afterward taken up in the same manner. If the learner chooses the second plan, he should commence both kinds of exercises at once, and alternate the reading lessons with the pen exercises as he goes along. This latter method is the one usually adopted by learners, and is probably to be preferred where they can command their time so as to be tolerably regular in their practice; but where business or other engagements interfere to prevent such a prosecution of the study, the former method is better, because, although it may not perhaps be quite so short a course as the other, yet it is more apt to be attended with final success, as it divests the study of much of its drudgery, making it indeed a very agreeable recreation for a leisure hour. This mode also has peculiar advantages for lawyers, as after they have learned to read Phonography they may employ phonographers to take notes which they can use immediately, it not being necessary, of course, for their own use to wait for, or to be at the expense of, transcribing. Thus, in the trial of a long cause, a counsel who could read Phonography, even though he were not able to write it, might take the phonographic minutes at the adjournment, and so have an opportunity to examine each day's proceedings before going

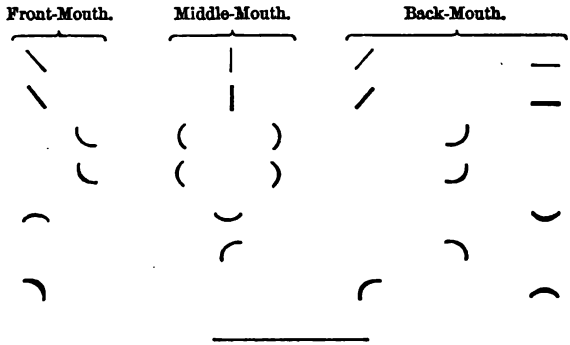
on with the next, and thereby secure benefits that are unattainable when the reporter is required to make a longhand transcript before his notes can be of any use. This plan is not open to the objection that one shorthand writer has difficulty in reading the notes of another, because as the lawyer who is to read the report is thoroughly familiar with the subject, and has listened to every word contained in it, he will be even less likely than the writer to have trouble in deciphering The reporter, however, should always write a legible Phonography, and should adhere strictly to the system as given in this book, and not have gleaned anything from other authors.

It is a common habit with phonographers to be constantly suggesting changes and alleged improvements to learners for their adoption; and it is the misfortune of learners that they are apt to listen to them, as they would be much more likely to excel in speed if, after having selected some approved instruction-book, they adhered strictly to the system as taught in it. This work is intended for beginners; and those phonographers that have already attained considerable proficiency in writing according to some other author, are not recommended to change, lest their loss in speed should more than counterbalance any gain from the intrinsic improvement of the system.

In the arrangement of this work, it has been the aim of the author to present the lessons substantially in the order that would be adopted by a good teacher, so that those learners who have not the advantage of any guide except the book, will find no difficulty in this respect. A few additional hints, distinguishing the most from the least essential parts, however, may be of use to some in the first part of their course.

At the end of the book the learner will find a course of Lessons in Phonography that will aid him very much in acquiring the art. The New Classification and Arrangement of Phonography is also incorporated in this Edition of the C. P.

At section 10 the consonants are arranged to correspond with the new vowel-scale; but the reverse of that arrangement, as here given, is thought, in some respects, to be preferable.



EXPLANATION OF TERMS.

PHO-NET'ICS, PHO-NOL'O-GY, or PHON'ICS (from φωνή, a *sound*, *tone*). The science which treats of the different sounds of the human voice and their modifications. The style of spelling in accordance with this science is called PHONETIC; the common style, such as is used in this book, being called ROMANIC, because the alphabet employed was derived from that which was used by the Romans.

PHO-NOT'Y-PY (from φωνή, and τύπος, a type). The art of representing sounds by distinct characters or types; also, the style of printing in accordance with this art.

PHO'NO-TYPE. A type or character indicating a sound or modification of sound, used in phonotypic printing.

PHO-NOG'RA-PHY (from φωνή, and γράφειν, *to write*). A method of writing in which each sound has a distinct letter or character; also, a system of shorthand invented by Isaac Pitman.

PHO'NO-GRAPH. A type or character for representing a sound; a character used in Phonography.

PHO-NO-GRAPH'IC. Relating to Phonography.

STE-NOG'RA-PHY (from στενός, *narrow*, *close*, and γράφειν). The art of writing by means of brief signs which represent single sounds, groups of sounds, whole words, or groups of words.

NOTE.—*Stenography* is a generic term, embracing all systems of shorthand or brief writing, Phonography included; while *Phonography* is a specific name for a single system.

TABLE OF CONSONANTS.

Phonograph.		Name.	Sound represented by the Phonograph.							
Abrupts.		kay	*c*	in	can,	and	*k*	in	*k*ilt.
		gay	*gue*	"	leag*ue*,	"	*g*	"	*g*ilt.
		tee	*ed*	"	look*ed*,	"	*t*	"	*t*ame.
		dee	*ed*	"	lov*ed*,	"	*d*	"	*d*ame.
		chay	*tch*	"	ma*tch*,	"	*ch*	"	*ch*est.
		jay	*g*	"	*g*em,	"	*j*	"	*j*est.
		pee	*pp*	"	co*pp*er,	"	*p*	"	*p*ay.
		bee	*bb*	"	e*bb*,	"	*b*	"	*b*ay.
Continuants.		ish, shee	*s*	"	*s*ure,	"	*sh*	"	*sh*un.
		zhee	*z*	"	a*z*ure,	"	*s*	"	vi*s*ion.
		ess	*c*	"	i*c*y,	"	*s*	"	*s*eal.
		zee	*s*	"	wa*s*,	"	*z*	"	*z*eal.
		ith	o	"	o	"	*th*	"	*th*igh.
		dhee	*the*	"	brea*the*,	"	*th*	"	*th*y.
		ef	*ph*	"	*ph*ase,	"	*f*	"	*f*an.
		vee	*f*	"	o*f*,	"	*v*	"	*v*an.
Nasals.		ing	*n*	"	fi*n*ger,	"	*ng*	"	sing*e*r
		en	*kn*	"	*kn*ow,	"	*n*	"	*n*o.
		em	*mb*	"	la*mb*,	"	*m*	"	ha*m*.
Liquids.		el, lee	*ln*	"	ki*ln*,	"	*l*	"	*l*ay.
		er	*rr*	"	bu*rr*,	"	*r*	"	fu*r*.
		ree	*wr*	"	*wr*ite,	"	*r*	"	*r*ight.
Aspirate.		hay	*wh*	"	*wh*ole,	"	*h*	"	*h*ole.
Consonants.		yay	*e*	"	*e*uchre,	"	*y*	"	*y*ou.
		way	*u*	"	persu*a*de,	"	*w*	"	*w*ade.

THE

COMPLETE PHONOGRAPHER

GENERAL REMARKS.—PHONOGRAPHY DEFINED.

§ 1. PHONOGRAPHY, in the widest sense of the word, is the art of expressing the *sounds of a language* by characters or symbols, one character being appropriated exclusively to each sound. As usually understood, however, the term is applied to the system of Phonetic Short-hand, invented by Isaac Pitman, of Bath, England.

CONSONANTS PRESENTED FIRST.

§ 2. In writing according to the common long-hand method, all the letters of a word, both consonants and vowels, are written one after another, in the order in which they are pronounced. In writing phonographically this is not the case, but, as will be more fully explained hereafter, the consonant-signs and vowel-signs are written separately, the consonant-signs being first written, and the vowel-signs afterward placed to them. Hence the more natural order of presentation, and the one adopted in this book, is to treat of the consonants first, and afterward of the vowels.

SIMPLE CONSONANT SIGNS.

CONSONANT DEFINED.

§ 3. A consonant is a sound made by either a complete or a partial contact of the organs of speech obstructing the sounding breath, in some degree varying from an entire break or stoppage of it, as *p* in *rap*, *b* in *rob*, etc., to a simple roughness or aspiration impressed upon a vowel sound, as *h* in *heat*, *hate*.

NUMBER OF CONSONANTS.

§ 4. In the English language there are twenty-two simple consonant sounds. This number does not include *ch* and *j*, which are considered compounds, as they are susceptible of being analyzed into simpler elements; *ch* seeming to be composed of *t* and *sh*, and *j* of *d* and *zh*.

REMARKS ON THE TABLE OF CONSONANTS.

§ 5. The table on page 18 exhibits all the characters used in Phonography to represent each and every simple consonant sound in our language, as well as the double sounds of *ch* and *j*. The first column contains the phonographic signs or letters, called *phonographs;* the second, their *names;* and the third column furnishes examples of the *power* of each phonograph in the common spelling. In every case but one, two words are given; the first in an *unphonetic* or *forced* orthography, tending more to conceal than to indicate the true consonant sound, which must always be determined before it can be expressed by its proper phonographic sign; while in the second the orthography is more natural, and the consonant sound less difficult to be ascertained.

§ 6. The object in thus presenting the irregular example first is to impress on the learner's mind at the very outset, the fact that the *common* spelling of words is no reliable guide to the *phonographic;* for the sooner he learns not to associate the phonographic signs with the letters of the common alphabet, the more rapid will be his progress.

§ 7. If the attention be again directed to the column of phonographs in the table, it will be observed that the first sixteen are arranged in pairs, one of each pair being a *thin* or *light* line, and the other a corresponding *thick* or *heavy* line. The reason of this arrangement is important, and should be thoroughly understood. By comparing the sounds of any two signs thus classed together, it will be found that one is but a slight modification of the other; that they are produced at the same point and by the same contact of the organs of speech in almost precisely the same manner, the only difference being that, in one case, the action of the organs is accompanied by a slight sound—a sound of the breath simply, and in the other, the same action is accompanied by a partially suppressed vocal sound. This undertone or sub-vocal constitutes the only difference between the words *kilt* and *gilt*, *tame* and *dame*, *chest* and *jest*, *pay* and *bay*, *shun* and *-sion* in *vision*, *seal* and *zeal*, *thigh* and *thy*, and *fan* and *van*, given in the last column of examples.

§ 8. To follow nature, therefore, and preserve a correspondence between signs and sounds, and to show their resemblance as well as difference, the *light* or *breath* consonants are represented by *light* or *thin* lines, and their corresponding *heavy* sounds by the same lines shaded. Thus, written in Phonography, *gilt* would differ from *kilt*, or *dame* from *tame*, etc., only in the heavier shading of their initial signs *gay*, *dee*, etc.

§ 9. None of the remaining consonants in the table have any proper

mates in the English language, therefore they are not arranged in pairs; and although the heavy signs *ing*, *hay*, *yay*, and *way* correspond with the light signs *en*, *em*, *el*, and *er*, the likeness is accidental and does not, as in the case of the others, indicate similarity of sound.

CLASSIFICATION OF THE CONSONANTS.

§ 10. The following arrangement of the consonants classifies them according to their nature or quality, and their mode of formation. To make the view complete, the two compound consonants are inserted.

		Gutturals.	Palatals.		Lingo-dentals.		Labio-dentals.	Labials.
Abrupts	Breathed*...kay			chay	tee			pee
	Sonant.....gay			jay	dee			bee
Continuants	Breathed....		ish		ess	ith	ef	
	Sonant.....		zhee		zee	dhee	vee	
Nasals.....Sonant .....ing					en			em
Liquids.....Sonant			er		el			
Aspirate.....Breathed....hay			·					
Coalescents....Sonant				yay				way

QUALITY OF CONSONANTS.

§ 11. The consonants are arranged in six divisions, called *Abrupts*, *Continuants*, *Nasals*, *Liquids*, *The Aspirate*, and *Coalescents*.

I. The *Abrupts* are so called because of their abrupt or explosive nature, being made by a complete contact of the organs of speech, interrupting or entirely stopping the breath or voice. They are the most perfect of the consonants. Sometimes they are termed *Explodents*.

II. The *Continuants* permit a freer escape of the breath or voice, and begin to approximate toward the character of vowels. They admit of indefinite prolongation, and hence their name.

III. The *Nasals* combine in their formation the character of the abrupts and liquids. They are made by complete contact of the parts of the mouth, while at the same time the sounding breath or voice is permitted freely to escape through the nose.

IV. The *Liquids* permit a still freer escape of the breath or voice than the continuants, approaching more nearly than they to the nature of vowels. They have in fact so much of the vowel character that

* The word *breathed* has been used here in preference to *whispered*, which is the one generally, but improperly, employed to designate the nature of the light consonant-sounds. That the term *whispered* does not indicate the true character of the sounds, is clearly demonstrated by the fact that the *sonants* are as easily uttered in *whisper* as the *breath* consonants.

they readily unite with the other consonants, forming double consonants, and sometimes syllables, without the aid of any vowels.

V. The *Aspirate* and *Coalescents* are the feeblest of all the consonants, seeming to be mere modifications of vowels, by which the breath or voice is very slightly obstructed.

FORMATION OF CONSONANT-SOUNDS.

§ 12. In the arrangement of the consonant-sounds according to their mode of formation, we begin with those formed at the root of the tongue, near the throat, as *kay, gay*, etc.; and then go forward to the hard palate, or roof of the mouth, as *ish, zhee*, etc.; then to the region of the tip of the tongue and the teeth, as *tee, dee*, etc.; then to the teeth and lips, as *ef, vee;* and finally to the lips alone, as *pee, bee*, etc. Hence these several classes are called, I. *Gutturals;* II. *Palatals;* III. *Linguo-dentals;* IV. *Labio-dentals;* and V. *Labials.*

§ 13. In sounding these consonants, the different parts of the mouth are brought into action as follows: With the Gutturals, the root or body of the tongue is pressed against the roof of the mouth; with the Palatals, the tongue just back of the tip is pressed against the roof of the mouth at a little distance from the teeth; with the Linguo-dentals, the end of the tongue is placed against, or nearly against the base of the upper teeth; with the Labio-dentals, the upper teeth are placed upon the lower lip; and with the Labials, the lips are quite or partially closed.

ORIGIN OF THE CONSONANT-SIGNS.

§ 14. The remarkable brevity that distinguishes Phonography from all other systems of Short-hand, is chiefly owing to the extreme *simplicity* of the consonant-signs it employs; each being a simple straight or curved line, which requires but a single motion of the pen in its formation. The source from which these signs are derived is shown in the following geometric diagrams:

Experience has shown that the straight line can not be placed in more than four positions, with a sufficient difference to be readily distinguished, and to prevent mistaking one sign for another. These positions are illustrated by the four diameters in the above circles. This gives us four distinct straight signs; but by making use of light

and heavy lines the number is doubled. Again, if the circle be divided into quarters in the two ways shown in the diagrams, eight distinct curved signs are obtained. Then by making them light and heavy, we have eight more, making sixteen in all, which, added to the eight straight signs, make twenty-four—the greatest number of lines, straight and curved, that can be used without confusion, and corresponding exactly with the number of consonant-sounds (including *ch* and *j*) that there are in our language.

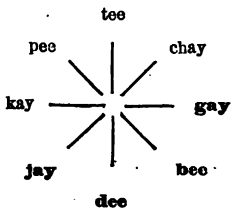
ANALOGY IN THE APPROPRIATION OF THE SIGNS.

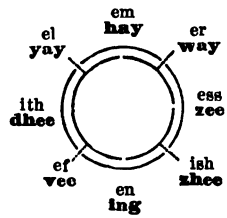
§ 15. In the appropriation of these signs to the consonants, the requirements of analogy are strictly observed, the eight inflexible and explosive sounds called *abrupts* being represented by unyielding straight lines, while the more flowing and pliable sounds, as the *continuants*, *nasals*, etc., are represented by curved and flowing lines.

§ 16. The signs of the compound consonants, *chay* and *jay*, take the form of their first elements *tee* and *dee*, and the direction of the second, *ish* and *zhee*.

MNEMONIC ASSISTANCE IN LEARNING THE PHONOGRAPHS.

§ 17. The memory is often greatly aided by local association, and the learner will derive assistance in memorizing the phonographs and their names by studying the table in connection with the following diagrams, in the first of which is shown the position and direction of each *straight* consonant-sign, and in the second, the location, in the circumference of the circle, of each *curved* consonant-sign. The names of the heavy or shaded signs are in **full face** type.





§ 18. Single consonant-signs are sometimes called *stems*, as well as *phonographs*.

OF THE MANNER OF WRITING THE CONSONANT SIGNS.

§ 19. With one exception (*ree*), every consonant-sign employed in Phonography is written in the direction of one of the lines of the following diagram:

§ 20. *Horizontal* letters are written from left to right.

§ 21. Perpendicular and inclined letters are written downward.

EXCEPTIONS.

§ 22. (*a*) When not joined to another stem, ⌣ (*sh*) is written downward, and ⌒ (*l*) upward; but when either is so joined it is sometimes written upward and sometimes downward. (*b*) The straight sign for *r*, ⟋ *ree*, is always written upward.

§ 23. When written *downward*, ⌣ and ⌒ are called respectively *ish* and *el*; when *upward*, *shee* and *lee*. Rules by which the learner may determine whether to use *ish* or *shee*, *el* or *lee*, *er* or *ree*, will be given hereafter.

CHAY AND REE DISTINGUISHED.

§ 24. As the stems *chay* and *ree* are inclined in the same direction, they are distinguished, when not joined to other stems, by difference in inclination; *chay* being written at an angle of *sixty* degrees from the line, and *ree* at an angle of *thirty* degrees: thus, / *chay*, ⟋ *ree*. When joined to other stems, they are distinguished by the direction of the stroke, which is apparent: thus, ⋁ *pee-ree*, ⟩ *pee-chay*, ⩗ *chay-ree*, ⩘ *ree-chay*.

HINTS TO THE BEGINNER.

§ 25. Phonography is best written on ruled paper; and some recommend double lines, but the ordinary single-line ruling is generally preferred by practical phonographers. The learner should accustom himself to write with either pen or pencil, holding it the same as in writing long-hand. The pen should have a smooth and tolerably fine point, and may be either gold, steel, or quill. Very fine hair lines are found in practice not to be the most legible, especially when read-

ing or transcribing notes at night. If a pencil be used, Faber's No. 3 is of about the right hardness.

§ 26. No effort should be made by the learner at the outset to write with rapidity. Accuracy alone should be aimed at; and when his hand has become accustomed to trace the phonographic characters with correctness and elegance, he will find no difficulty in writing them quickly. But if he let his anxiety to write fast overcome his resolution to write well, he will not only be longer in attaining real swiftness, but will always have to lament the illegibility of his writing. Each phonograph should be *drawn* slowly, great care being taken to give it its proper *direction*, *shading*, and *length*. Beginners are apt to give the curved signs a little *twist* or *flourish* at the end, and also to incline the perpendicular stems a little to the right,—defects that should be carefully avoided. The reading and writing exercises near the end of the book will afford ample practice upon every principle of Phonography, and, as far as practicable, in the exact order, section by section, of their presentation in the following pages. Those exercises have been carefully selected, so that no word will be found which involves principles not previously explained. They should be carefully and repeatedly read and written, in connection with the sections which relate to them. The learner should also scrupulously avoid writing any words except those that he finds in the exercises, or even writing words that are there given, but which are in advance of his regular lesson. By so doing he will save himself much unnecessary discouragement, and escape the annoyance of having afterward to unlearn, or forget, improper word-forms.

SIZE OF THE PHONOGRAPHS.

§ 27. At first the phonographs should be made about one sixth of an inch in length, or, for example, about the size of *kay*, *tee*, *ef*, *see*, *ing*. But after considerable proficiency is attained, they may, with advantage, be reduced to about one eighth of an inch. The phonographic illustrations throughout this book are models in every respect for the advanced writer.

SHADING OF THE HEAVY SIGNS, ETC.

§ 28. In making the heavy curved signs, care should be taken not to shade them at or near the end; they should be shaded in the middle only, and taper off toward each extremity, otherwise they will present a clumsy appearance. And both straight and curved heavy signs should only be shaded sufficiently to distinguish them from the corresponding light signs. If there be too great a contrast between the heavy and light lines, the writing will appear stiff and ungraceful The distance from point to point of any curved sign should be

about equal to the length of a straight sign written in the same direction.

PHONOGRAPHIC SPEED.

§ 29. The rapidity of phonographic writing, like that of the common script, must vary with the organism of the writer. Expert phonographers generally write about six times as fast in Phonography as in long-hand.

EXERCISES TO BE READ AS WELL AS WRITTEN.

§ 30. It will greatly facilitate the acquirement of Phonography if the exercises written by the learner are carefully read and re-read by him until they can be deciphered without hesitation. The consequences of omission in this respect are admirably stated by Mr. Dickens in the 38th chapter of "David Copperfield," which may be read with both instruction and amusement.

SIMPLE VOWELS.

DEFINITION.

§ 31. A vowel may be defined to be the smooth or harmonious emission of sounding breath, modulated but not obstructed by the organs of speech; as the sounds of *a* in *arm*, *a* in *ale*, *ea* in *eat*.

NUMBER OF VOWEL-SOUNDS.

§ 32. In the English language there are twelve distinct vowel-sounds, six of which are long and six short. They are denoted by the *italic* letters in the following words:

LONG VOWELS—*a*rm, *a*le, *ea*t, *a*ll, n*o*te, f*oo*d.

SHORT VOWELS—*a*t, *e*ll, *i*t, *o*n, *u*p, f*oo*t.

§ 33. In producing each of these short vowel-sounds, the position of the vocal organs is nearly the same as in uttering the long vowel-sound of the corresponding word in the line above.

§ 34. For these twelve sounds the common alphabet furnishes but the five letters *a*, *e*, *i*, *o* and *u* (*w* and *y* having no vowel-sounds of their own), while Phonography gives a distinct representation to each.

METHOD OF VOCALIZATION.

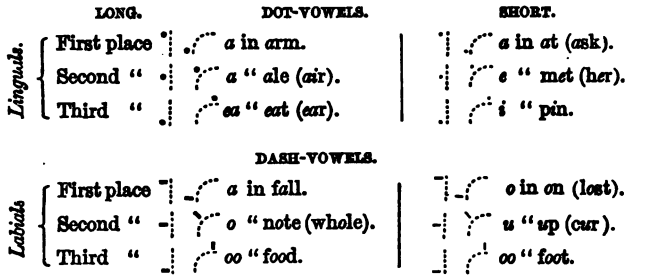
§ 35. In writing phonographically, the consonant-sign is made first, and the vowel-sign afterward placed to it. Of the six long vowels, three are indicated by a *heavy dot*, written to the consonant in three positions, viz., at the *beginning*, *middle*, and *end*; and the other three, by a *heavy dash*, written to the consonant in the same positions. Of the

six corresponding short vowels, three are indicated by a *light dot*, and three by a *light dash*, written to the consonant in the same manner.

§ 36. A vowel is said to be *first*, *second*, or *third place*, according as it is written at the *beginning*, *middle*, or *end* of a consonant-stem.

§ 37. The six vowel-sounds indicated by the *dot* are lingual in their nature, and the six dash-vowels, labial.

VOWEL-SCALE.



NAMES OF THE VOWELS.

§ 38. The long vowels may be named by their respective sounds *ah*, *a*, *e*, *awe*, *o*, *oo* (not *double o*); and the short vowels by pronouncing them with the consonant *tee* subjoined to each; thus, *at*, *et*, *it*, *ot*, *ut*, *ŏŏt*. The short vowels may also be named by their sounds, without the consonant *tee*, as soon as the learner is sufficiently advanced to be able to pronounce them correctly without the aid of a consonant. Their common letter representatives would then be *ă*, *ĕ*, *ĭ*, *ŏ*, *ŭ*, *ŏŏ*.

RECKONING OF VOWEL-POSITIONS.

§ 39. It has been already remarked that the first vowel-place is at the beginning of the consonant; the second at the middle, and the third at the end. From this it follows that with horizontal consonant-signs the vowel-positions number from left to right; with down-strokes, from top to bottom; with up-strokes, from bottom to top; and with signs that are sometimes written upward and sometimes downward, the numbering of the vowel-positions is from the bottom or top, according as the consonant is struck upward or downward; thus, with *shee*, *lee*, or *ree*, the first position is at the bottom, while with *ish*, *el*, or *er*, it is at the top.

§ 40. In the above scale, the dots and dashes are written near a dotted *tee*, to show the three vowel-positions in connection with a

down-stroke stem; and near a dotted *lee*, to show the positions in connection with an up-stroke stem. The dotted lines of course form no part of the vowel-sign.

VOCALIZATION OF SINGLE CONSONANT-STEMS.

§ 41. When a vowel occurs before a consonant, the vowel-sign is written to the *left* of the consonant-sign, if it be perpendicular or inclined; and *above*, if it be horizontal; thus, ·| *aid*, \ *ebb*, ·_ *ache*, ı_ *oak*. When a vowel comes after a consonant, the vowel-sign is written to the *right* of the consonant-sign, if it be perpendicular or inclined; and *below*, if it be horizontal; thus, \· *bay*, —· *gay*, ⌒· *hay*.

CONSONANT ALWAYS WRITTEN FIRST.

§ 42. In either case, whether the vowel precedes or follows the consonant, the consonant-sign is always written first.

METHOD OF READING SINGLE VOCALIZED CONSONANT-STEMS.

§ 43. When a vowel-sign is placed to the left of a perpendicular or inclined consonant-stem, or above a horizontal, the vowel is read first; thus, -| *ode*, ·/ *ale*, ·^ *aim*. When a vowel-sign is placed to the right of an upright or sloping consonant-stem, or below a horizontal, the consonant is read first; thus, \· *pay*, |· *day*, —ı *Co*.

MANNER OF WRITING THE VOWEL-SIGNS.

§ 44. The dash vowel-signs should be written at right-angles to the consonant, or, when more convenient, they may be a little inclined; thus, *Co.* may be written —\ or —/ as well as in the manner shown in the last section. Both *dot* and *dash vowels* should be written at a little distance from the consonant, for if allowed to touch, mistakes would be occasioned.

THE VOWEL-SCALE NOT PERFECTLY PHONETIC. TWO SOUNDS SOMETIMES REPRESENTED BY ONE SIGN.

§ 45. If we make a close analysis, we will find that the number of vowel-sounds in the English language is somewhat greater than is indicated by the above vowel-scale. What the exact number is it is difficult to determine, phoneticians not being able to agree in regard to it among themselves. This is owing partly to difference of pronunciation among speakers, and partly to the fact that the shades of distinction between several of the vowel-sounds are so very slight, that, to some ears, they are quite imperceptible. As Phonography is not intended to repre-

sent all the nice shades of sound, but to be a *practical* rather than a *critically exact* means of writing the language, the twelve-vowel scale is found to be entirely sufficient. From this it follows that in some instances several vowel-sounds, which are recognized as being distinct elements by all accurate orthoepists, are confounded with each other, and represented by a single sign.

§ 46. The attention of the learner is called to the following examples of inexact phonetic representation, which are the only ones of importance, or that will be likely to cause him any embarrassment.

I. The second heavy dot-vowel sign, representing primarily the sound of *a* in *ale, fate*, is also used to represent the more open vowel-sound heard in *air, there, their, fare*, etc. Beginners sometimes fall into the error of employing the light dot-sign of the first position for this sound.

II. The third heavy dot-vowel sign, representing primarily the sound of *ea* in *eat*, is also used to represent the more open sound of *ea* in *ear*. Beginners also err in sometimes using for this sound the light-dot sign of the same position.

III. The first light dot-vowel sign, representing primarily the sound of *a* in *at*, is also used to represent the sound of *a* in *ask*. To many ears these sounds are identical; and, as frequently spoken, there is really no difference, but when correctly uttered, the sound of *a* in *ask* approaches more nearly the sound of *a* in *arm*.

IV. The second light dot-vowel sign, representing primarily the sound of *e* in *met, ell*, is also used to represent the sounds of *e* in *her*, and *i* in *bird, fir*. As commonly pronounced, the sounds of *e* and *i*, before *r*, very closely resemble the sound of *u* in *fur;* but, as pronounced by our most careful public speakers, they approach nearer the short sound of *e*, as heard in *met*.

V. The second heavy dash-vowel sign, representing primarily the sound of *o* in *note*, is also used to represent the shorter sound of *o* in *wholly*. This sound of *o* is said to be peculiar to American pronunciation. It is frequently heard here in the words *stone, home, coat, whole*, etc.

VI. The first light dash-vowel sign, representing primarily the sound of *o* in *on*, is also used to represent the sound of *o* in *lost, moth, cloth, nor*, etc. This latter sound is less broad than the sound of *aw* in *law*, and yet broader than the sound of *o* in *on, not*, etc.

VII. The second light dash-vowel sign, representing primarily the sound of *u* in *up*, is also used to represent the longer sound of *u* in *cur*.

§ 47. For the use of the critical student, a complete vowel-scale, in which a distinct representation is provided for each and every vowel-sound of the language, is given in the Appendix.

DIPHTHONGS.

DEFINITION.

§ 48. A diphthong is a coalition or union of two simple vowel sounds, pronounced in one syllable; as *oi* in *oil*.

NUMBER OF DIPHTHONGS.

§ 49. There are but four proper or perfect diphthongs in the English language. They are illustrated by the *italics* in the words

by, boy, bough, few.

ANALYSIS OF THE DIPHTHONGS.

§ 50. A proper diphthong is a compound or transition vowel-sound, the organs of speech being in the position to utter one simple vowel-sound at the beginning of it, and in a position to utter a different simple vowel-sound at the conclusion of it, so that the two simple sounds are both heard in full or in part, but often so blended together as to seem to the ear but one sound.

1. I—In uttering the sound of *i* in *ice*, or *y* in *by*, or *ai* in *aisle*, the organs at the commencement of the sound are in position to pronounce the vowel *a* in *ask*, and, at the end, they are in position to produce the sound of *i* in *it*.

2. OI—The sound of *oi* in *oil*, or *oy* in *boy*, is composed of the sounds of *o* in *lost*, and *i* in *it*.

3. OW—The sound of *ow* in *now*, or *ough* in *bough*, or *ou* in *our*, is composed of the sounds of *o* in *on*, and *oo* in *foot*.

4. EW—To produce the sound of *ew* in *few*, or *eu* in *feud*, or *u* in *nature*, the organs at the commencement are in position to pronounce the sound of *e* in *be*, and at the end to pronounce *oo* in *food* or *foot*.

REMARKS ON THE DIPHTHONG EW.

§ 51. This last sound has probably perplexed lexicographers and phoneticians more than any other in the language. This has been owing partly to difference of pronunciation among speakers, and partly to the obscure and changeable character of the two close vowels of which the diphthong is composed. When properly pronounced, its first element is very short, the organs merely taking the position to sound the close vowel *e*, and then, the instant the sound commences, passing to the position of the final element *oo*, upon which the voice rests a much longer space of time. In England, this is its uniform pronunciation; but in this country, it is sometimes spoken as if its first element were the more open sound of *i* in *it*. This change occasions the difference in the sound of the syllable *tune* heard in the word *opportune*, as usually

pronounced in this country, and in the word *misfortune*, of which our pronunciation does not vary from the English. The close quality and almost imperceptible quantity of the *e* sound of the diphthong, as heard in the last example, and in the final syllables of the words *nature, feature, virtue*, etc., has led may to suppose that the real sound was that of the consonant *y*, which is a sound so nearly allied to it that it has some times been called the "squeezed sound of *e*." And even now thi is the pronunciation given in most dictionaries, and also the one adopted by the American phoneticians. But the phoneticians of England, in their later publications, invariably treat this double sound as a diphthong, — that is, as composed of two vowels, instead of a consonant and a vowel. On the other hand, however, they err in giving the sound of *i* in *ū* as its first element, that vowel seldom, if ever, entering into the composition of this diphthong, especially as heard in their own pronunciation.

§ 52. The final element of this diphthong is also subject, under certain circumstances, to a slight change. In accented syllables, it is clearly the long sound of *oo;* as in the words *duty, beauty, review*, etc. ; but in unaccented syllables, it seems to be the short sound of *oo*, as in the words *value, virtue*, etc.

§ 53. From the above observations it appears that, according to the American pronunciation, as a general rule, when the diphthong *u* occurs in an accented syllable, its components are the sounds of *i* in *ū* and *oo* in *food*, and that in unaccented syllables, it is composed of the vowel-sounds of *ea* in *eat* and *oo* in *boot*.

§ 54. The four proper diphthongs are represented by four angular characters, written, like the simple vowel-signs, to the consonant, three occupying the first, and one the third position, as shown in the following table.

TABLE OF DIPHTHONGS.

I		Sound of	*ai*	in *aisle*	and	*i*	in *fine.*
OI		"	" *oy*	" *boy*	"	*oi*	" *boil.*
OW		"	" *ough*	" *plough*	"	*ow*	" *cow.*
EW		"	" *iew*	" *view*	"	*u*	" *tube.*

§ 55. If the writer should wish to distinguish between what we may call the American and English pronunciations of this diphthong, it may be done by making both strokes of the sign light for the former, an by shading the first stroke of the sign for the latter, to indicate that the first element is of the *long e* quality. But in practice, no confusion will result from using uniformly the light sign, as, in the common print, we are accustomed to seeing one letter used for both sounds.

DIRECTION OF THE DIPHTHONG-SIGNS NEVER CHANGED.

§ 56. Unlike the dash vowel-signs, the signs for the diphthongs are never inclined to correspond with the direction of the consonant-sign. The signs for OI and EW may, however, when more convenient, be inclined a little from the horizontal. [See § 246.]

TWO VOWELS CONCURRING.

§ 57. When two vowels occur together, either before or after a consonant, the vowel that is sounded nearest to the consonant should be written a little nearer it than the others; thus, *iota.*

DIPHTHONGS JOINED TO CONSONANTS.

§ 58. It is allowable, when convenient, to join a diphthong to the consonant sign; thus, *idea,* *eyed.*

CONSONANT POSITIONS.

§ 59. Each of the consonant-signs may be written, with respect to the line of writing, in three different positions, corresponding with the three vowel-positions, and like them, respectively called *first*, *second*, and *third*.

§ 60. In the following illustrations, the *dot-line* running under, over, or through the consonant-stem, serves to indicate the line of writing.

POSITIONS OF HORIZONTAL STEMS.

§ 61. The positions of the horizontal stems are as follows:

FIRST POSITION.—Above the line, the highest part of the stem distant from it about the length of a *tee;* thus, *em,* *ing,* *kay.*

SECOND POSITION.—The lower part of the stem resting on the line; thus, *hay,* *en,* *gay.*

THIRD POSITION.—Below the line, about one third of the length of a *tee;* thus, *em,* *ing.*

POSITIONS OF PERPENDICULAR AND INCLINED STEMS.

§ 62. The positions of perpendicular and inclined stems are as follows:

FIRST POSITION.—Above the line, about one third the length of a *ee;* thus, *pee,* *way,* *tee,* *yay.*

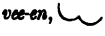
SECOND POSITION.—Resting on the line; thus, *ef,* *dee,* *chay*

THIRD POSITION.—Written through the line, so as to extend above one third below; thus, *pee,* *dee.*

JOINING THE CONSONANT STEMS.

§ 63. In writing a word phonographically, the first thing for the learner to do is, to analyze it into its elementary sounds. Having done this, the consonant-signs are then all to be written first, without taking off the pen; the second sign commencing where the first ends, the third at the end of the second, and so on; thus, the consonants of the words *became* and *knave* are respectively *bee-kay-em* and *en-vee*. This is called the *outline* or *skeleton* of the word. Until otherwise instructed, the learner may write each outline so that its first perpendicular or inclined stem shall rest upon the line; or, if all of its stems be horizontal, so that its first stem shall rest upon the line

CONSONANT-STEMS REPEATED.

§ 64. A straight consonant-stem is repeated by doubling its length; thus, *gay-gay*, *dee-dee*,  *bee-bee*.

§ 65. Curved consonant-stems are repeated thus: *em-em*, *vee-vee*.

MODE OF JOINING CERTAIN STEMS.

§ 66. There should always be an angle between the stems of the following combinations: *ef-en*, *vee-en*, *vee-ing*, *lee-em*, *hay-ess*.

§ 67. When two stems are joined that do not form a distinct angle, if one or both be heavy, they should be so blended that the precise point of junction shall not be discernible, as in the following examples: *pee-bee*, *dee-tee*, *ef-gay*, *vee-kay*, *dee-vee*, *vee-gay*, *bee-ing*, *dhee-ing*, *hay-zee*.

§ 68. There should be no angle between the stems of the combinations *pee-en*, *ef-kay*, *ith-en*, *dee-ef*, *lee-er*, *lee-ess*, *lee-shee*, *lee-ish*, *em-ess*.

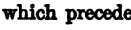
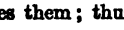
ORDER OF READING CONSONANT-STEMS.

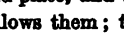
§ 69. The consonant-signs are read in the same order that they are written. It will sometimes happen that a sign which is further along than another in the line of writing, must be read first; thus, is read *ish-dee*, and not *dee-shee*; for, by the rule, *dee* is written downward, and as the signs must be made without taking off the pen, it is obvious that the was written first, and downward, and the written last.

METHOD OF WRITING VOWELS BETWEEN CONSONANT SIGNS.

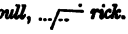
§ 70. Vowels and diphthongs occurring between two consonants, are written according to the following

RULE.

1. All first-place, and all *long* second-place vowels are written to the stem which precedes them; thus,  *balm*,  *back*, *file*, *bake*.

2. All *short* second-place, and all third-place vowels are written to the stem which follows them; thus, *beck*, *dumb*, *tomb*, *pull*,  *rick*.

EXCEPTIONS.

(*a*) The rule as to first and third place vowel-signs may be violated where its observance would throw a vowel into an angle, and thus occasion ambiguity. The vocalization in  is better than in for *nick-nack*.

(*b*) When two simple vowel-sounds, or a simple vowel and a diphthong, occur between two consonant-stems, and both, according to the rule, would be written to the same consonant, write one to each stem if convenient; thus, *cooing*, *duel*. Sometimes it is preferable to write both to the same stem; thus, *puerile*.

POSITION OF WORDS.

§ 71. There are three positions, with respect to the line of writing, in which the consonant outlines of words may be written. These positions correspond with the three vowel-positions, and, like them, are called *first*, *second*, and *third* respectively. A word is assigned to one of these positions according as it has in its accented syllable a vowel which would be represented by a *first*, *second*, or *third place* vowel-sign. If a word be a monosyllable, the position to which it should be assigned, is determined by the *place* of its only vowel.

WHEN A WORD IS WRITTEN IN POSITION.

§ 72. A word is said to occupy a particular position when its first *perpendicular* or *inclined* consonant-stem is written in it, in accordance with §§ 59, 61, and 62. If, however, the consonant outline consists entirely of horizontal stems, the position of the first determines the

position of the word, as all of the stems must necessarily fall in the same line. Throughout this work, the line of writing is indicated, in connection with words of the *first* and *third* positions, by the *dot-line*. All words that occur without the line of writing being so represented are to be regarded as belonging to the *second* position.

EXAMPLES.

FIRST POSITION: *cap*, *fowl*, *foil*, *calm*, *caw*, *alike*.

SECOND POSITION: *pail*, *pale*, *rope*, *gale*, *Kelly*, *make*.

THIRD POSITION: *fool*, *feel*, *coop*, *king*, *me*, *bushy*.

MENTAL AND MANUAL PROCESS IN WRITING PHONOGRAPHY.

§ 73. Before commencing to write a word phonographically, the writer must determine what are its consonant-sounds, and also its accented vowel. Then its consonant outline is written in the proper word-position, as directed at §§ 71 and 72; and lastly, the vowel-signs are written to the consonant-stems in accordance with §§ 41 and 70. But, as the beginner will find it difficult to carry the consonant outline of a long word in his memory while his attention is directed to ascertaining the accented vowel and its position, it will be well for him, in his early practice, first to write the outline without regard to position, and then, when he has determined what is its accented vowel, to rewrite it in its proper position.

PHONOGRAPHIC ANALYSIS.

GENERAL RULE.

§ 74. It may be stated, as a general rule, that before the learner is prepared to write a word with its proper phonographic signs, he must first analyze it into its elementary sounds, observing to carefully distinguish the consonants from the vowels.

§ 75. If the common orthography of our language were phonetic,—that is, if each sound had a letter of its own, which always represented it wherever it occurred, the student of Phonography would need no other instruction in analysis than the general rule given in the last section. But unfortunately this is not the case. An alphabet of twenty-six letters, three of which (*c*, *q*, and *x*) have no sounds of their

own, thus practically reducing the number to twenty-three, is compelled to attempt the service of representing some *forty* different and distinct sounds. This disparity between the number of sounds and the number of signs to represent them, is the source of so many defects in our written language, and has caused the adoption of such an irregular and whimsical orthography, that the analysis of words into their true elements, to one who is unaccustomed to it, is rendered exceedingly difficult. It therefore becomes necessary to furnish assistance to the learner in overcoming these difficulties which beset him at the very commencement of his course.

THE EAR MISLED BY THE EYE.

§ 76. The principal cause of embarrassment is the liability of the ear, in the comparison of sounds, to be misled by the eye, which is itself deceived from seeing frequently the same sound, in different words, represented by different letters, or different sounds represented by the same letter. Thus, the sounds of *ph* and of *f* in *Philip* and *fillip*, differ in their representation to the eye, but to the ear they are identical. The sounds of *th* in *thigh*, and of *th* in *thy*, differ to the ear, but to the eye seem the same. In Phonography, the sign *ef* would be used to represent the sound of both *ph* and *f*, while the two sounds of *th* would be represented by the two signs *ith* and *thee*.

WORDS SPELLED ALIKE BUT PRONOUNCED DIFFERENTLY.

§ 77. Sometimes words that are written alike in the common spelling, are pronounced differently; as *bow*, an instrument for shooting arrows, and *bow*, an act of respect; *job*, a piece of work, and *Job*, a man's name; *row*, a number ranged in line, and *row*, a tumult. In all such cases the phonographic spelling changes to correspond with the change of sound or pronunciation.

WORDS PRONOUNCED ALIKE BUT SPELLED DIFFERENTLY.

§ 78. In some cases where a sound is used for the expression of several ideas, a difference is made in the common spelling corresponding to a difference in signification; thus, *ale, ail; ark, arc; aught, ought*, etc As such words are alike in sound, they are written alike in Phonography.

CAUTION RESPECTING CH, SH, TH, AND NG.

§ 79. The sounds of *ch* in *chest*, *sh* in *she*, *th* in *thigh* or *thy*, and *ng* in *sing*, are not the natural sounds of the combinations *c* and *h*, *s* and *h*, *t* and *h*, and *n* and *g*, but they are simple single sounds, for which the combinations *ch*, *sh*, *th*, and *ng* are conventional modes of expression. The learner must be careful to represent them respectively with the

signs *chay*, *ish*, *ith* or *thee*, and *ing*, and not to write *ess-hay* for *ch* or *sh*, *tee-hay* for *th*, or *en-gay* for *ng*. It should also be noted, that the combination *ng* has two sounds, — that of *ing*, as heard in *sing*, *singer*, *hanger*, and that of *ing-gay*, in the words *linger*, *hunger*, etc.

W AND Y AT THE END OF SYLLABLES.

§ 80. *W* and *y*, at the end of syllables, are never sounded as consonants. One of the most common errors of beginners is to write the strokes *yay* and *way* at the end of such words as *gay*, *day*, *pay*, *they*, *may*, *way*, *boy*, *coy*, *buy*, *cow*, *dew*, *caw*, etc. In each of these words there is but one consonant-sound, and that is initial. In *gay*, *day*, *they*, etc., the compounds *ay* and *ey*, which are pronounced alike, have a pure simple vowel-sound, represented by the second-place heavy dot vowel-sign. In *boy*, the sound of *oy* is that of the diphthong OI. In *buy*, the sound of *uy* is that of the diphthong I. In *cow*, *ow* has the sound of the diphthong OW. In *dew*, the sound of *ew* is that of the diphthong EW. In *caw*, *aw* has a pure simple vowel-sound which is represented by the first-place heavy dash vowel-sign.

DOUBLE CONSONANT-SOUNDS RARE.

§ 81. It can not be too clearly understood that in words like *pitted*, *stabbing*, *massy*, etc., there is no real reduplication of the sounds *t*, *b*, and *s*, respectively. The reduplication of the consonant is a conventional mode of expressing in the common orthography the shortness of the vowel preceding, an expedient which would be entirely unnecessary if each sound had a letter of its own, as is the case in Phonography.

§ 82. Real reduplications of consonant-sounds are extremely rare. In English they occur only in compound and derived words, where the original root either begins with the same consonant-sound as the final one of the prefix, or ends with the same that commences the suffix.

§ 83. In the following words we have true specimens of doubled consonant-sounds. *Kay* is doubled in *book-case*; *en* in *unnatural*, *unnecessary*, etc.; *em* in *immortal*, *immaterial*, etc.

§ 84. A consonant-sound can never be reduplicated in the same syllable; hence, in Phonography, a single sign should be used to represent all such double letters as are found in the words *fagged*, *whipped*, *ebb*, *fuss*, *whizz*, *off*, *planned*, *programme*, *call*, *burr*, etc.

DISPARITY IN NUMBER BETWEEN LETTERS AND SOUNDS.

§ 85. Another source of confusion is the frequent use of a larger number of letters than there are sounds in a word. Thus, the word *though* has six letters and but two sounds; *through*, seven letters and but three

sounds; *scene*, five letters and three sounds; *day*, *dey*, and a large number of similar words, three letters and two sounds.

C, Q, AND X.

§ 86. The letters *c*, *q*, and *x* of the old alphabet, have no sounds of their own. *C* sounds like *k* in *can*, like *s* in *cell*, like *z* in *suffice*, and like *sh* in *commercial*. *Q* always has the sound of *k*; and *x* sounds like *ks* in *exercise*, like *gz* in *exert*, and like *z* in *Xenophon*. These letters, of course, have nothing corresponding to them in Phonography, except that each of their different sounds has its appropriate sign, — *c*, in its different uses, being represented by either *kay*, *ess*, *zee*, or *ish*; *q* by *kay*, and *x* by *kay-ess*, *gay-zee*, or *zee*.

N BEFORE THE SOUNDS OF KAY AND GAY.

§ 87. Before the sounds of *kay* and *gay*, *n* has generally the sound of *ing* instead of *en*; as in *ink*, *zinc*, *distinct*, *distinguish*, *anguish*, etc. Its proper sign in such cases is *ing*.

SILENT LETTERS OMITTED.

§ 88. All silent letters, such as *b* in *debt*, *c* in *scene*, *ch* in *drachm*, *h* in *hour*, *k* in *know*, etc., are, of course, omitted in Phonography, as signs are provided only for the sounds actually heard.

§ 89. It is not unfrequently the case that a letter is sounded in certain words, while in others of similar orthography it is silent; thus, *l* is sounded in *bulk*, *bilk*, *elk*, etc., but silent in *balk*, *talk*, *chalk*, etc.

FINAL E GENERALLY SILENT.

§ 90. At the end of a large class of words the letter *e* is silent, being placed there simply as a conventional mode of indicating that the preceding vowel has its long sound; as in the words *fate*, *mete*, *ripe*, *tone*, *tune*. The final *e* in these words represents no vowel-sound, its only office being to inform the reader that the preceding vowel is long, for by dropping this final letter, we have the words *fat*, *met*, *rip*, *ton*, *tun*.

EW NOT USED AFTER R.

§ 91. In regard to the sound of *u*, when it occurs immediately after the consonant *r*, the authorities differ. Mr. Webster marks it in such words as *rude*, *rule*, as if it were pronounced like *u* in *tube*. On the other hand, Mr. Worcester, in his dictionary, says, "When *u* is preceded by *r* in the same syllable, it has the sound of *oo* in *fool*." Dr. Russell, the elocutionist, says, "The vowel *u*, immediately preceded by the letter *r*, takes properly the sound of *oo* in *rood*, or of *oo* in *root*," giving as examples the words *rule*, *rude*, *fruit*, *true*, etc. Walker also gives

the same pronunciation. The weight of authority, therefore, seems to be in favor of pronouncing *u* in this connection like *oo*, and hence, the proper phonographic sign to represent it, is the third-place heavy dash-sign; thus, write rather than for the word *rude*.

UNACCENTED VOWELS. GENERAL RULE.

§ 92. It is often difficult to determine satisfactorily the quality and quantity of vowel-sounds in unaccented syllables. That the learner may not be without some guide in this respect, it may be stated that in a majority of cases, when the precise *quality* can not be readily determined, the vowel should be regarded as the short sound of the letter used to represent it in the common spelling; thus, *ăgain, tenăble, mentăl, metăl, travĕl, rĕfer, prĕfer, pĕruse, rĕceipt, rĕform, perĭl, idŏl.* And, generally, when the quality is clear, but the quantity is in doubt, the short vowel is preferred to the long; thus, *ĕ* represents better than *ā*, the sound of *ai* in *certain, captain.*

EXCEPTIONS.

§ 93. Sometimes, however, unaccented vowels retain their proper long sound, and should be so written; as *ā* in the final syllable *-ate*, in *carbonate, sulphate, vacate, mandate*, etc.; *ō* in *obey*; *ē* in *rē-seat, rē-form* (to form again), etc. And some writers always regard these obscure sounds as long in quantity and quality, except in cases where they clearly appear to be short; thus, they would write *āgain, tenāble, rēfer*, etc.; but *mentăl, metăl*, etc.

PHONOGRAPHIC SPELLING.

§ 94. Although in Phonography there is, strictly speaking, no such thing as *spelling*, in the usual sense of the term, yet there is a process of analyzing words into their elements, and pronouncing the names of those elements, very analogous to spelling, and which the learner will find to be an excellent practice for the purpose of training his ear and judgment to habits of accuracy and quickness in the discernment of sounds. In this phonographic spelling, the consonants should first be analyzed and named, afterward the vowels, then the consonants and vowels in the order that they are spoken, and lastly, the complete word should be pronounced. An illustration of this process may be had by pronouncing the following words and syllables: *ought, tee, aw, aw-tee, ought; own, en, ō, ō-en, own; me, em, ē, em-ē, mē; take, tee, kay, ā, tee-ā-kay, take; orb, er, bee, aw, aw-er-bee, orb; elbow, lee, bee, ĕ, ō, ĕ-lee-bee-ō, elbow* The words and syllables separated by commas should be spoken deliberately, with considerable pause between, while those connected by hyphens are to be pronounced in rapid succession, with little or no pause.

ESS AND ZEE CIRCLE.

§ 95. The *s* and *z* are consonant elements of such frequent recurrence, that it has been found convenient to furnish them with an additional and briefer means of representation. The *full* or *stem* forms are given in the Table of Consonants; the other form is a small circle: thus, ○ *ess*, *zee*.

§ 96. The circle is extremely useful because it affords great facility for joining the consonant-stems, and also because it compresses the writing into smaller space, thus tending to preserve its lineality.

NAME OF THE ESS-CIRCLE.

§ 97. The *ess*-circle, when not named in conjunction with a stroke-consonant, may be called *sez*. This name should not be confounded with that of the common letter *C*, which, besides having the sound of *ess*, often has the sound of *kay*.

METHOD OF JOINING THE CIRCLE TO CONSONANT-STEMS.

§ 98. The circle is joined to consonant-stems as follows:

I. To single straight stems, by a motion from the right over to the left; thus, *s-kay-s*, *s-tee-s*, *s-pee-s*.

II. To simple curved stems, by writing it on the inside of the curve: thus, *s-ish-s*, *s-ith-s*, *s-ess-s*, *s-em-s*, *s-en-s*, *s-lee-s*.

NAMES OF THE ESS-CIRCLE COMPOUNDS.

§ 99. These compounds may be named by inserting the short vowel-sound *ĕ* between the sounds represented by the circle and the stem to which the circle is attached; thus, s-kay is called *sek*; kay-s, *kess*; s-kay-s, *seks* or *skess*; s-gay, *seg*; gay-s, *gess*; s-tee, *set*; tee-s, *tess*; s-tee-s, *sets* or *stess*; s-dee, *sed*; dee-s, *dess*; s-dee-s, *seds*; s-chay, *sech*; chay-s, *chess*; s-chay-s, *schess* or *seches*; s-jay, *sej*; jay-s, *jess*: s-jay-s, *sejess*; s-ish, *sesh*; ish-s, *shess*; s-ish-s, *seshess*; s-ith, *seth*; ith-s, *thess*; s-ith-s, *sethess*; s-em, *sem*; em-s, *mess*; s-em-s, *sems* or *smess*; s-en. *sen*; en-s, *ness*; s-en-s, *sens* or *sness*; er-s, *ersz*.

§ 100. When the circle is joined to stems that are written upward, the names of the compounds should be formed by using the long sound *ē* or *ee* instead of *ĕ*; thus, s-shee, *seesh*; shee-s, *shees*; s-shee-s, *seshees*; s-lee, *slee*; s-ree, *sree* or *seree*; but ree-s is called *ress*; s-ree-s, *seress*; lee-s, *less*; s-lee-s, *slees*. The compound s-way should be represented by *sway*; but way-s by *wess*. When it is difficult or impossible to form syllabic names in the manner just described, the full names of the circle and stem should be given; thus, s-hay, *see-hay*;

s-yay, see-yay. The compounds s-el and s-er are named *see-el* and *see-er*

SAME SIGN USED FOR ESS AND ZEE.

§ 101. Except in rare cases, no confusion results from employing the same sign for both *ess* and *zee*, because we are accustomed in the common print to the frequent use of the single letter *s* for both of those sounds; as in the words, *base, bays, lease, lees, rise* (noun), *rise* (verb), *gas, has*, etc.

ESS AND ZEE DISTINGUISHED.

§ 102. If, however, it should sometimes be necessary to make a distinction, the circle may be made a little heavier on one side for the sound of *zee;* thus, ○ *z;* as in the sentence, "I said the *laws* of the state, not the *loss* of the state." But in rapid writing this distinction can not easily be made, and therefore should not be attempted

METHOD OF WRITING THE CIRCLE BETWEEN TWO CONSONANT-STEMS.

§ 103. The circle is written between consonant-stems as follows:

I. Between two straight stems, both of which are written in the same direction, — by writing it to the first the same as if it were not followed by another stem; thus, *kess-kay, dess-tee, pess bee.*

II. Between two straight stems that form an angle at their junction, — by writing it on the outer side of the angle; thus, *kess-jay, bess-jay, dess-kay, rees-kay.*

III. Between a straight and a curved stem, — by writing it on the inner side of the curved stem; thus, *pess-vee, tess-el, tess-lee, less-pee.*

IV. Between two curved stems, if both are arcs of circles struck in the same direction, — by writing it on the inner side of both; thus, *fess-el, mess-lee, mess-em.*

V. Between two curved stems that are arcs of circles struck in opposite directions, and that do not form a distinct angle at their junction, — by turning it on the inner side of the first stem; thus, *mess-en, fess-er, ness-em, mess-vee.*

VI. Between two curved stems that form an angle at their junction, and that are arcs of circles struck in opposite directions, — by turning it on the outer side of the angle; thus, *fess-lee, thess-lee, ness-lee.*

SHORT RULE.

§ 104. All of the examples given in the last section, of the circle

occurring between stems, except a few under heads III. and IV., are covered by the following rule: When the circle occurs between two stems of any kind, if there be no angle at their junction, it is written to the first stem as if it stood alone; — if there be an angle between the stems, the circle is written on the outer side of the angle.

VOCALIZATION OF STEMS WITH CIRCLES ATTACHED.

ORDER OF WRITING.

§ 105. When a vowel immediately precedes a consonant-stem that has an initial circle, or immediately follows a consonant-stem that has a final circle, the vowel-sign is written to the stem as if it had no circle attached; thus, *seat* and *teas* are vocalized the same as *eat* and *tea*.

ORDER OF READING.

§ 106. In reading words in which circles are used, an initial circle is read first; then the vowel-sign, if one precede the stem; thirdly, the stem; then its following vowel-sign, if there be one; and lastly, a final circle; thus, *s-u-pp-o-se*.

CAUTION. — THE CIRCLE JOINED TO UP-STROKE STEMS.

§ 107. With up-stroke stems, an initial circle will, of course, be at the bottom, and a final circle at the top; thus, *sale, sail*; *lace, lays*; *race, rays*.

VOCALIZATION WHEN THE CIRCLE OCCURS IN THE MIDDLE OF A WORD.

§ 108. When a circle occurs between two consonant-stems, if a vowel immediately precede the circle, — write its sign to the first stem; thus, *desk*; — but if the vowel immediately follow the circle, — write its sign to the second stem; thus, *unsafe*.

§ 109. The rule at § 70 as to vowels-signs between stems, does not apply to these outlines.

USES OF THE CIRCLE.

§ 110. The circle is generally used at the commencement of words that begin with the *ess*-sound; at the end of words that terminate with an *ess* or *zee* sound, and for the sounds *ess* and *zee* when they occur in the middle of words; thus, *sake*, *soap*, *said*, *case*, *days*, *mouse*, *vase*, and the words *desk* and *unsafe* in § 108.

EXCEPTIONS.

§ 111. When an *ess* or *zee* sound is immediately preceded, or immo-

diately followed, by two concurrent vowels, the stem-sign should be used, as it furnishes more convenient facilities for vocalization; thus, *science*, *chaos*.

§ 112. When two *ess*-sounds are the only consonants in a word, one should be written with the circle, and the other with the stem-sign. But, as the circle may be joined to either end of the stem, we have two forms, and , which are equivalent to each other. The first of these forms should be used in words where the sound of *ess* is final, — that is, where no vowel is sounded after both the consonants; thus, *cease*; — and the second form, in words that end with a vowel thus, *saucy*, *sissy*. There is a third form, , that is generally used in words where the second of the two consonants is a *zee*-sound; thus, *size*.

WHEN THE STEM-SIGN SHOULD BE USED INSTEAD OF THE CIRCLE.

§ 113. The stem-sign should be used when the *ess*-sound is the first consonant in a word that commences with a vowel; thus, *ask*.

§ 114. The stem-sign for the sound of *zee* is always used when that sound is the first consonant in a word, whether there be an initial vowel or not; thus. *oozing*, *zero*.

§ 115. The stem-sign is also used when the sound of *ess* or *zee* is the last consonant in a word that ends with a vowel; thus, *Racey, racy*; *rosy*; — also when either of those sounds is the only consonant in a word; thus, *ace*, *say*, *essay*, *ayes*.

THE LARGE CIRCLE.

§ 116. When the sound of *ess* or *zee* occurs twice in a word, with no other consonant between, or when the sounds of *ess* and *zee* occur in like proximity, the two sounds are generally represented by making the circle twice the size of the single *ess*-circle; thus, *ess* or *zee*, *ess-ess*, or *zee-zee*, or *ess-zee*, or *zee-ess*.

NAME AND USE OF THE LARGE CIRCLE.

§ 117. The large circle may be called *sis* or *siz*. It is commonly used to represent any of the combinations *ses*, *sis*, *ces*, *cis*, *sus*, *sos*, *sus*, etc., of the common spelling.

THE LARGE CIRCLE JOINED TO CONSONANT-STEMS.

§ 118. The large circle is joined to consonant-stems precisely in the same manner as the small circle, and such combinations are named in

a manner similar to that described in § 99; thus, *sis-kay*, *kessis*, *fessis*, *kessis-rex*;—and also, like the small circle, may be used either at the beginning, in the middle, or at the end of a word; thus, *system*, *necessity*, *cases*.

VOCALIZATION OF STEMS WITH THE LARGE CIRCLE ATTACHED.

§ 119. The rule at §§ 105, 108, in reference to the vocalization of stems that have the small circle attached, also applies in vocalizing stems with the large circle attached.

VOCALIZATION OF THE LARGE CIRCLE.

§ 120. When necessary, a vowel that occurs between the two sounds represented by the large circle, may be expressed by writing its sign inside the circle, and, if convenient, in the *upper*, *middle*, or *lower* part of the circle, according as the vowel is *first*, *second*, or *third* place; thus *season*, *schism*, *secede*, *Sussex*, *decease*, *recess*

ESS AND ZEE SOUNDS DISTINGUISHED.

§ 121. When great exactness is required, the large circle may be shaded a little on one side to indicate that both of its sounds are that of *zee*; thus, *raises*, instead of *races*.

LOOPS FOR ST OR ZD, AND STR.

SMALL LOOP, — ST OR ZD.

§ 122. When the consonant-sound *tee* immediately follows *ess* (as in the words *most*, *cost*, etc.), or, when *dee* follows *zee* (as in the words *amazed*, *raised*, etc.), the two sounds are represented by lengthening the circle into a small loop, extending about one third the length of the stem; thus, *st-kay*, *kay-st*, *st-kay-st*.

LARGE LOOP, — STR.

§ 123. A large loop, extending about two thirds the length of the stem, may be used to represent the sound of *str*, with any vowel-sound that occurs between the *t* and the *r* (as in the words *master*, *castor*, etc.); thus, *kay-str*.

NAMES OF THE LOOPS. — VOCALIZATION OF STEMS WITH LOOPS ATTACHED.

§ 124. When not sounded in conjunction with a stroke-consonant, the small loop may be called *stes*; and the large loop may invariably be called *ster*. When the loops are joined to consonant-stems, the com-

binations may be named in a manner similar to that given for the *ess*-circle compounds at § 99; thus, st-kay, *stek;* kay-st, *kest;* st-kay st *stekest;* kay-str, *kester;* em-str, *mester*, etc.

§ 125. The rule at §§ 105, 108 also applies to the vocalization of stems with loops attached. The small loop, like the circle, may be used both at the beginning, in the middle, and at the end of words; thus, *state*, *destiny*, *taste*, *cast*, *lost*. The large loop is not used at the commencement of words, but may be in the middle and at the end; thus, *disturb*, *castor*, *master*.

SMALL LOOP SHADED FOR ED.

§ 126. If great accuracy be required, the small loop may be shaded when it represents the sounds *see-des;* thus, *raised*, instead of *raced*.

THE SMALL CIRCLE ADDED TO SIS, ST, AND STR.

§ 127. The small circle is added to the large circle and to the loops by turning it on the opposite side of the stem; thus, *excesses*, *coasts*, *coasters*.

RULES FOR THE USE OF ISH, SHEE, EL, LEE, ER, AND REE.

§ 128. In order to secure among phonographers a uniform manner of writing, and to give increased legibility to certain words, the following rules are prescribed regulating the use of those signs that may be written either upward or downward. These rules are general in their application, covering nearly all the words in which those stems occur. They may, however, be violated in a few cases, where their observance would occasion difficult or awkward forms.

USES OF ISH.

§ 129. The consonant-stem) is written downward (being then called *ish*) in the following cases:

I. When it is the only consonant-stem in a word; thus, *she*, *sash*.

II. When it is the first consonant-stem of a word that commences with a vowel; thus, *Ashby*.

III. When it is the final element of a word; thus, *bush*.

USES OF SHEE.

§ 130. The consonant-stem) is written upward (being then called

shee) when it is the last stem of a word the final element of which is a vowel; thus, *bushy*.

EITHER ISH OR SHEE.

§ 131. At the commencement and in the middle of words, either *ish* or *shee* may be used; thus, or *shop*, or *shake*, or *bishop*; — *ish*, however, is generally more convenient in such cases.

USES OF EL.

§ 132. The consonant-stem is written downward (being then called *el*) in the following cases:

I. When it is the first consonant-stem in a word that commences with a vowel, and is next followed by a horizontal stem; thus, *alike*, *alum*, *Olney*, *Elihu*.

II. When it is the final element of a word; thus, *gale*, *pull*, *file*.

USES OF LEE.

§ 133. The consonant-stem is written upward (being then called *lee*) in the following cases:

I. When it is the only consonant-stem in a word; thus, *ale*, *ail*, *lay*, *allay*, *sail*, *sale*, *lace*.

II. When it commences a word; thus, *lake*, *lame* When, however, *l* (whether preceded by a vowel or not) is the first consonant-sound in a word, and *em*, followed by *pee* or *bee*, is the second, the down-stroke *el* may be used invariably, as better outlines are thereby secured; thus, *lump*.

III. When it is the last consonant-stem in a word the final element of which is a vowel; thus, *felly*, *Kelley*.

IV. Generally, when it is the first consonant-stem in a word (whether it commences with a vowel or not), and is next followed by a down-stroke stem; thus, *elbow*, *lobe*, *elegy*.

EITHER EL OR LEE.

§ 134. In the middle of words, either *el* or *lee* may be used; but *lee* is generally preferred, because more convenient.

USES OF ER.

§ 135. The down-stroke stem *er* is used in the following cases.

I. When *r* is the first or only consonant-sound in a word that commences with a vowel; thus, *ark*, *arc*, *air*, *array*, *airish*, *orb*. For exceptions, see § 136, heading III.

II. When *r* is the final element of a word; thus, *bore*, *fair*, *soar*, *sore*, *store*.

III. Always for *r*, before the stems *em* and *hay*, whether an initial vowel precede it or not; thus, *arm*, *Rome*, *roam*, *rehash*.

USES OF REE.

§ 136. The up-stroke stem *ree* is used in the following cases:

I. When *r* commences a word; thus, *road*, *rope*, *rush*. For exceptions, see § 135, heading III.

II. When *r* is the last consonant-sound of a word the final element of which is a vowel; thus, *berry*, *sorrow*, *story*.

III. Always for *r*, before the stems *ith*, *dhee*, *chay*, and *jay*, whether it is preceded by an initial vowel or not; thus, *earth*, *wrath*, *arch*.

EITHER ER OR REE.

§ 137. In the middle of words, either *er* or *ree* may be used; but *ree* is generally preferred, being more convenient.

GROUP CONSONANTS AND THEIR SIGNS.

§ 138. If the learner has carefully studied and mastered the principles thus far explained, he has acquired the means of writing phonographically, and with tolerable brevity, any word in the language. But there yet remains unemployed much stenographic material, without which no system of short-hand can justly claim to be complete. If we were obliged to write all the consonants with their full stem-signs, there are many words in which they are so grouped together and pronounced with such rapidity that the pen would find it difficult, if not impossible, to keep pace with the tongue. To obviate this difficulty, Phonography adopts the very natural plan of modifying the simple stem of some one of the consonants to provide a sign for the entire group. There are four different ways of modifying or altering simple stems into group-signs, namely: 1. By an initial hook; 2. By a fina hook; 3. By lengthening; and 4. By halving.

INITIAL HOOKS.

THE LIQUIDS L AND R.

§ 139. The liquids *l* and *r*, in a large number of words, are found immediately following other consonants, and blending with them so as to form double consonant-sounds somewhat analogous to the double

vowel-sounds or diphthongs. Thus, in the words *clay, flay, gray, fray* the first consonant of each of the combinations *cl, fl, gr, fr*, glides so quickly and imperceptibly into the second, or liquid, that the two seem to become actually one sound. In Phonography, such compounds are represented by the stem of the consonant that precedes the liquid, modified by an initial hook.

THE EL-HOOKS.

§ 140. A small hook at the beginning and on the circle side of any straight stem, and a large hook at the beginning and on the concave side of any curved stem, indicates that such consonant is immediately followed by the liquid *l*; thus,

STRAIGHT STEMS: *kay-l, gay-l, tee-l, dee-l, chay-el, jay-el, pee-l, bee-l, ree-l,*

CURVED STEMS: *ish-l, shee-l, zhee-l, ess-l, zee-el, ith-l, dhee-l, ef-l, vee-l, ing-l, en-l, em-l, lee-l, el-l, er-l, hay-l, yay-l, way-l.*

THE ER-HOOKS.

§ 141. A small hook at the beginning, and on the side opposite the *l*-hook, of any straight stem, and a small hook at the beginning and on the concave side of any curved stem, indicates that such consonant is immediately followed by the liquid *r*; thus,

STRAIGHT STEMS: *kay-r, gay-r, tee-r, dee-r, chay-r, jay-r, pee-r, bee-r, ree-r.*

CURVED STEMS: *ish-r, shee-r, zhee-r, ess-r, zee-r, ith-r, dhee-r, ef-r, vee-r, ing-r, en-r, em-r, lee-r, el-r, er-r, hay-r, yay-r, way-r.*

§ 142. These hooks for *l* and *r* being initial, will of course, when joined to ⌒ or ⌣, be at the top or bottom, according as the stem is written downward or upward.

§ 143. The signs *shee* and *el*, with the *el* or *er* hook, should never be used except in connection with other stem-signs (see §§ 22, 129, I., and 133, I.).

NAMES OF THE EL AND ER HOOK COMBINATIONS.

§ 144. The double consonant-signs of the *el* and *er* hook series should not be called *kay-el, kay-er, gay-el, gay-er*, etc., but by names formed, like those of the *ess*-circle compounds, by inserting the short vowel *ĕ* between the two consonant-sounds represented by the sign; thus, *kel, ker.*

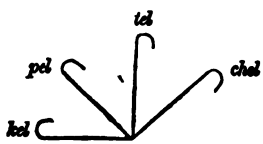
gel, *ger*, *sel*, *ser*, *zel*, *zer*, *nel*, *ner*, etc. The hook-signs formed with the stems *ing*, *ish*, *shee*, *el*, *lee*, *er*, *ree*, are named respectively *ingl*, *ingr*, *ish'l*, *ish'r*, *shel*, *sher*, *el'l*, *el'r*, *lel*, *ler*, *erl*, *er'r*, *rel*, *rer*.

CAUTION.

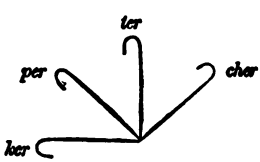
§ 145. The *el* and *er* hooks, though made at the *beginning* of the stem signs, are not read *before* but *after* them. The learner, therefore should be very careful not to confound such signs as ⌒ *kel*, ⌒ *ker*, etc., with ⌒ *lee-kay*, ⌒ *ree-kay*, etc.

MNEMONIC ASSISTANCE IN LEARNING THE EL AND ER HOOK-SIGNS.

§ 146. The following diagrams will assist the learner in remembering the sides of the *el* and *er* hooks on the straight stems. If the *left* hand, with the first finger bent, be held up and turned in the directions of *kay*, *pee*, *tee*, and *chay*, the outlines of *kel*, *pel*, *tel*, and *chel* will be formed; thus,



And if the *right* hand be held up and turned in the same way, the outlines of *ker*, *per*, *ter*, and *cher* will be formed; thus,



Observe that the *Left hand* (which word commences with *L*) is associated with the *el*-hook, and the *Right hand* (which commences with *R* with the *er*-hook.

VOCALIZATION OF DOUBLE CONSONANT-SIGNS.

§ 147. The double consonant-signs of the *el* and *er* hook series are vocalized the same as if they were simple stems; thus, -⌋ *ode*, -⌋ *odor*, ⌒ *poy*, ⌒ *play*.

ORDER OF READING VOCALIZED DOUBLE CONSONANT-SIGNS.

§ 148. If a vowel be placed to the left of a perpendicular or inclined double consonant-sign of the *el* or *er* hook series, or above a horizontal, it is read *before* both elements of the compound; thus, *oval*, *eagle*; if it be placed to the right of a perpendicular or inclined sign, or under a horizontal, it is read *after* both elements; thus, *pray*, *glow*.

§ 149. A vowel may be placed on each side of a double consonant sign; thus, *only*.

§ 150. If a distinct vowel-sound is heard between the liquid and the preceding consonant, each must be written by its stem-sign; thus, *pail*, *feel*, *fool*, *bore*, *fair*.

USES OF THE EL AND ER HOOK SIGNS.

§ 151. The double signs of the *el* and *er* hook series are used principally for such close combinations of the liquids with other consonants as occur at the commencement of the words *clay*, *grow*, *flow*, *pry*, *brow*, etc.; but they are also generally used where there is a slight unaccented vowel separating the liquid from the preceding consonant, as in *apple*, *evil*, *every*.

EL OR ER HOOK SIGNS JOINED TO PRECEDING STEMS.

§ 152. An *el* or *er* hook sign may be joined to a preceding stem without raising the pen from the paper; thus, *knuckle*, *busily*, *caper*, *copper*, *razor*.

§ 153. But when an *el* or *er* hook comes on the outside of a right or an acute angle, formed by two straight stems, and sometimes when it occurs after the *ess*-circle, the hook can not be perfectly formed without interfering with speed. In such cases, however, a slight offset or shoulder serves instead of a hook; thus, *reply*, *tiger*, *checker*, *gospel*, *registry*.

§ 154. The rules for the use of *ish*, *shee*, etc., commencing on page 45, also apply when those stems are modified by initial hooks; thus, *official*, *officially*, *fisher*, *fishery*, *fairer*.

EXCEPTION—REL.

§ 155. The sign *rel*, however, is generally preferred at the end of a consonant outline, whether the word end with a vowel or not; thus, *pearl*, *pearly*, *fairly*, *furl*, *girl*.

SPECIAL VOCALIZATION.

§ 156. For the sake of obtaining briefer and more convenient outlines, double consonant-signs are occasionally used even where there is a distinct vowel-sound between the two consonants they represent. When necessary, such intervening vowel may be represented as follows:

I. DOT-VOWELS are indicated by a small circle, written in the three vowel positions and placed *before* the double sign for the long vowels, and *after* it for the short vowels; thus, *care*, *dear*, *tell*, *till*. But when the position of the consonant-signs renders it inconvenient to observe this rule, the circle may be written on either side for a long or a short vowel; thus, *engineer*.

II. DASH-VOWELS and DIPHTHONGS are struck through the double consonant-sign; thus, *coal*, *coarse*, *burst*, *endure*. When a hook would interfere with the striking of a vowel-sign through the stem, it may be written at the end; thus, *call*, *empire*.

TWO FORMS FOR SL, SR, ZL, ZR.—THEIR USES AT THE COMMENCEMENT OF WORDS.

§ 157. The signs for *l* and *r* with the *ess*-circle prefixed, and the stems *ess* and *zee* with the *el* and *er* hooks, give two modes of representing the combinations *sl*, *sr*, *zl*, and *zr*; thus, *slee*, *see-er*, *sel*, *ser*, *zel*, *zer*. According to the rules laid down at §§ 110, 113, and 114, the above forms that have the initial circle should be used in words that begin with the sound of *ess*; thus, *sail*, *soar*; the forms *sel* and *ser*, when an *ess*-sound is the first consonant in a word that commences with a vowel; thus, *assail*, *acer*; and the forms *zel* and *zer*, when a *zee*-sound is the first consonant in a word, whether there be an initial vowel or not; thus, *easel*, *zeal*, *Ezra*.

THE ESS-CIRCLE PREFIXED TO THE EL AND ER HOOK SIGNS.

§ 158. The *ess*-circle may be prefixed to all the *el*-hook signs, and to the *curved er*-hook signs, both at the commencement and in the middle of words, by turning it on the inside of the hook; thus, *skel*, *spel*, *sfel*, *sthel*, *serl*, *smel*, *snel*, *sfer*, *singr*, *smer*.

§ 159. A loop or large circle is never prefixed to an *el*-hook sign, because it would be liable to be mistaken for the small circle.

THE CIRCLES AND ST LOOP PREFIXED TO THE STRAIGHT ER-HOOK SIGNS.

§ 160. The two circles and the *st* loop are prefixed to the straight *er*-hook signs, both at the commencement and in the middle of words, by merely writing them on the *er*-hook side of the stems, or, in other words, by making the hook into a small circle, a large circle, or a loop, as the case may be; thus, *per*, *sper*, *sis-per*, *steper*, *kay-sker*, *tee-sker*, *chay-sper*, *pee-sker*, *pes-sper*, *dee-sis-ter*.

§ 161. The classes of signs treated of at §§ 158 and 160 may be called respectively the "*skel* series" and the "*sker* series."

ORDER OF READING VOCALIZED SKEL AND SKER SIGNS.

§ 162. When signs of the *skel* and *sker* series are vocalized, the consonants and vowels are read in the following order: *firstly*, the initial circle or loop; *secondly*, all vowels written before the stem; *thirdly*, the stem with its hook, and the intervening vowel, if there be one; and, *fourthly*, any vowel written after the stem; thus, *sable*, *saber*, *spray*, *supply*, *suspire*, *stager*, *disclosed*, *disgrace*, *prosper*, *disaster*.

§ 163. Sometimes, in the middle of words, it is more convenient to express both the circle and the *er*-hook distinctly; thus, *express*, *extreme*.

§ 164. The consonant *r* may generally be omitted from the syllables *scribe* and *scrip*, in such words as *describe*, *prescribe*, *proscribe*, *description*, etc.; thus, *describe*.

THE WAY HOOK.

§ 165. The semi-consonant sound *way*, when preceded by several of the consonants, also coalesces with them in a manner similar to the liquids *l* and *r*, as in the words *twist*, *request*, etc. To represent these combinations, a large initial hook is used on the *el*-hook side of any straight consonant; thus, *kay-w*, *gay-w*, *tee-w*.

§ 166. These signs may be named *kwee*, *gwee*, *twee*, etc. They are vocalized the same as the *kel* and *ker* series; and the *ess*-circle is prefixed to them the same as to the *kel* signs.

EXAMPLES: *twice*, *acquire*, *quick*, *squaw*, *request*.

THE YAY HOOK.

§ 167. For stenographic reasons, the consonant *yay* is expressed by a large hook on the *er*-hook side of the straight stems; thus, *kay-y*,

tee-y, *bee-y*. The use of this hook will be fully explained hereafter, it being seldom employed, except in phrase writing.

HOOK FOR EN, IN, OR UN.

§ 168. The syllables *en*, *in*, and *un* may be prefixed to the straight treble signs of the "*sker* series," by turning a small backward hook on the *el*-hook side of the stem; and to curved stems with initial circles, by turning a similar hook on the outside of the curve; thus, *in scribe*, *unscrew*, *unstrung*, *enslave*.

NAME AND USE OF THE INITIAL EN-HOOK.

§ 169. This hook may be called either the *in*, *en*, or *un* hook, according to which of those syllables it represents. It is used before any straight stem of the "*sker* series," and before any curved stem that is the arc of a circle struck in the direction opposite to that of the stem *en*.

FINAL HOOKS.

EF AND VEE HOOKS.

§ 170. *Ef* or *vee* may be added to any straight stem (whether it be simple, or have an initial *hook*, *circle*, or *loop*) by a small final hook on the circle side; thus, *kay-f* or *v*, *tee-f* or *v*, *chay-f* or *v*, *bee-f* or *v*, *ger-f* or *v*, *sek-f* or *v*, *step-f* or *v*.

NAMES OF THE EF-HOOK COMPOUNDS.

§ 171. These compounds may be named respectively *kef*, *tef*, *chef*, *bef*, *gref*, *skef*, *stepf*.

VOLCALIZATION.—RULE FOR WRITING.

§ 172. When a vowel occurs between the consonant represented by the stem-sign and the *ef* or *vee* indicated by the hook, the vowel-sign is written to the stem as if no hook were affixed; thus, *pay*, *pave*.

RULE FOR READING.

§ 173. A vowel-sign written to a stem that has an *ef* or *vee* hook, is always read before the hook; thus, *deaf*, *cave*.

EF AND VEE DISTINGUISHED.

§ 174 When great exactness is required, the hook may be made heavy for *vee*; thus, *prove*, instead of *proof*. But generally no confusion will result from using the light-hook for both *ef* and *vee*.

EF AND VEE HOOK ON CURVES.

§ 175. A long narrow hook may be written to the curved stems for *ef* or *vee*; thus, *dhef*, *mef*. This hook should, however, be used very sparingly by inexperienced phonographers. It is principally used by reporters in phrase writing.

EN HOOK.

§ 176. The consonant *en* may be joined to any straight stem (whether simple, or compounded with an initial *hook*, *circle*, or *loop*) by a small final hook on the side opposite the *ef*-hook; and to any curved consonant, by a small final hook on the concave side; thus, *kay-n*, *tee-n*, *ef-n*, *lee-n*.

NAMES OF THE EN-HOOK COMPOUNDS.

§ 177. The *en*-hook signs are named in a manner similar to the *ef*-hook signs; thus, the characters in the last section are called respectively *ken*, *ten*, *fen*, *len*. The signs *el-n*, *ish-n*, *shee-n*, *er-n*, *ree-n* are called *el'n*, *shen*, *sheen*, *ern*, *ren*.

VOCALIZATION.

§ 178. The *en*-hook signs are vocalized the same as those of the *ef*-hook; thus, *cane*, *attain*, *shown*, *vain*, *flown*.

WHEN AN EF OR EN HOOK SHOULD NOT BE USED.

§ 179. When *ef*, *vee*, or *en* is the final consonant-sound in a word that ends with a vowel, the stem-sign must be used, because the hook does not furnish the requisite position for the sign of such final vowel; thus, *cough*, *coffee*, *grave*, *gravy*, *men*, *many*.

SHUN HOOKS.

§ 180. The syllables *shun* or *zhun*, as heard in *nation*, *fusion*, etc., may be added to any straight stem by a large final hook on the *ef*-hook side; and to any curved stem, by a large final hook on the concave side; thus, *kay-shun*, *ef-shun*.

NAMES OF THE SHUN-HOOK COMPOUNDS.

§ 181. The *shun*-hook signs are named as follows: kay-shun is called *keshun*; ef-shun, *feshun*; el-shun, *elshun*; lee-shun, *leshun*; em-shun, *meshun*, etc.

VOCALIZATION.

§ 182. The *shun*-hook signs are vocalized the same as the *ef* and *en* hook signs; thus, *caution*, *occasion*, *motion*, *nation*, *fashion*.

§ 183. If it should be necessary to distinguish between *shun* and

shun, the hook may be thickened for the latter; thus, *evasion*, in stead of *ovation*, which words, in unvocalized phonography, might in rare instances be confounded.

§ 184. In the common orthography, the two sounds represented by this hook are indicated by a variety of spelling, as *tion* in *notion*, *cean* in *ocean*, *ssion* in *mission*, *sion* in *fusion*, *shion* in *fashion*, *cian* in *logician*, *sian* in *Persian*, etc.

SHEN USED INSTEAD OF SHUN.

§ 185. When *ish* and *en* final are the only consonant-sounds in a word, the sign *shen* must be used; thus, *ocean*. *Shen* should also be used when the only other consonants in the word are represented by an initial circle or loop; thus, *session*, *secession*, *station*.

§ 186. The word *ocean*, and any similar word, may, however, be represented by the *shun*-hook by joining it to the preceding word; thus, *Pacific Ocean*.

SMALL HOOK FOR SHUN—ITS NAME.

§ 187. The syllable *shun* or *zhun* may be added to any stem that has a final circle or loop, by turning a small hook on the back of the stem; thus, *kess-shun*, *fess-shun*, *lester-shun*, etc. This may be called the *ishun*-hook. It may be vocalized by writing a first or second place vowel *before* the hook, and a third-place vowel *after* it; thus, *accession*, *physician*. But *ishun* may generally be left unvocalized without endangering the legibility of the writing; thus, *cessation*.

HOOK FOR TR, DR, OR DHR.

§ 188. The compounds *tr*, *dr*, and *dhr*, with any intervening vowel, may be added to any straight sign by a large final hook on the *en*-hook side; thus, *kay-tr*, *tee-tr*; and such combinations are vocalized the same as those of the other final hooks; thus, *cater*, *actor*, *clatter*, *equator*, *gather*, *rather*.

NAMES OF THE TR-HOOK AND ITS COMPOUNDS.

§ 189. This hook may be called *ter*, *der*, or *dher*; and its compounds may be named like those of the *ess*-circle, or those of the *en* and *ef* hooks; thus kay-ter or -dher is called *ketter* or *kedher*; gay-ter or -dher, *getter* or *gedher*; ree-ter or -dher, *retter* or *redher*, etc.

TER AND DER DISTINGUISHED.

§ 190. When necessary, the hook may be shaded for *der*; thus, *rider*, instead of *writer*.

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SPECIAL VOCALIZATION OF THE TER-HOOK.

§ 191. Whenever it is necessary to express a vowel or diphthong that occurs between the *tee* and *er* sounds represented by the *ter*-hook, it may be done in accordance with the rule for "special vocalization" at § 156, or, if it belong to the third position, by writing it within the hook; thus, *creature.*

CIRCLES AND LOOPS ADDED TO THE FINAL HOOK SIGNS.

ESS-CIRCLE ADDED TO THE EF, SHUN, TER, AND CURVED EN HOOK SIGNS.

§ 192. The *ess*-circle (but not the loops or large circle) may be added to an *ef*, *shun*, or *ter* hook, and to an *en*-hook on a curved sign, by writing it inside the hook; thus, *caves*, *occasions*, *fashions*, *actors*, *vanes.*

CIRCLES AND LOOPS ADDED TO THE STRAIGHT EN-HOOK SIGNS.

§ 193. All the circles and loops may be added to the straight *en*-hook signs by simply writing them on the *en*-hook side, without attempting to show the form of the hook; thus, *pun*, *puns*, *punster*, *dunce*, *dunces*, *against.*

NAMES OF THE COMBINATIONS OF STEMS, FINAL HOOKS, AND CIRCLES OR LOOPS.

§ 194. These compounds are named by adding the sound of the circle or loop to the name of the sign to which it is affixed; thus, kef-s is called *kefs*; keshun-s, *keshuns*; ketter-s, *ketters*; ven-s, *vens*; ken-s, *kens*; ken-ss, *kensis*; ken-st, *kenst*; ken-str, *kenster*. The circles and loops on the *en*-hook side and end of straight stems are also called the *ens* and *ensis* circles, and the *enst* and *enster* loops.

CAUTION. — EN-HOOK CIRCLES SELDOM USED IN THE MIDDLE OF WORDS.

§ 195. The *en*-hook circles and loops should never be used in the middle of words, except that *ens* may in a few instances be written, when the direction of the stems between which it occurs permits both the circle and hook to be distinctly formed; thus, *ransom*, *gainsaid.* Therefore, such outlines as *dess-kay*, *kessis-ree*, *pee-sper*, *kay-sker*, etc., must not be read respectively *dens-kay*, *tensis-ree*, *penspee*, *kens-kay*, etc.

ESS-CIRCLE USED FOR ENS.

§ 196. In the middle of a few words the simple *ess*-circle may be used for *ens* without endangering the legibility of the writing, the *en* being

omitted from the word; thus, *transpose*. And, in a few instances, the *ess*-circle may be so used in connection with a succeeding straight sign from which an *r*-hook is omitted in accordance with § 164; thus, *transgress*. But the *ens*-circle may sometimes be distinctly written when it can be turned on the back of a succeeding curve; thus, *dancing*.

THE ESS-CIRCLE AND ISHUN ADDED TO THE EN-HOOK CIRCLES AND LOOPS.

§ 197. The *ess*-circle and *ishun* may be added to the *en*-hook circles and loops by turning them on the opposite side of the stem; thus, *punsters*, *transition*.

THE ESS-CIRCLE ADDED TO ISHUN.

§ 198. The *ess*-circle may be added to *ishun* by turning it inside the hook; thus, *physicians*, *transitions*.

FINAL HOOKS USED IN THE MIDDLE OF WORDS.

§ 199. When more convenient, the final hooks may be used in the middle of words instead of the stem-signs; thus, *cover*, *cunning*, *national*, *processional*, *transitional*, *collateral*.

CIRCLE INSIDE OF HOOKS.

§ 200. When the *ess*-circle is written inside of the hooks, it may be made a little smaller than usual, and it is not essential that it should be a perfect circle, as there is no danger of its being confused with the loops, which are never so used.

LENGTHENING.

DOUBLE-LENGTH CURVED SIGNS.

§ 201. Doubling the length of any curved sign adds either *tr*, *dr*, or *dhr*; thus, *en-tr*, etc.

NAMES OF DOUBLE-LENGTH CURVES.

§ 202. The double-length curved signs, like the *ter*-hook combinations, are named generally by inserting the vowel sound *ĕ* between the sound of the simple stem and the added consonants or syllable; thus, ef-tr is called *fetter*; ef-dr, *fedder*; ef-dhr, *fedher*; em-tr, *metter*; way-dhr, *wedher*; hay-tr, *hetter*; en-dr, *nedder*. But ish-tr, shee-tr, el-tr, lee-tr, er-tr, and ing-tr are named respectively *ishter*, *shetter*, *elter*, *letter*, *erter*, and *ingter*.

POSITIONS OF LENGTHENED STEMS.

§ 203. Some phonographic writers indicate any given position of *s*

lengthened curve by commencing it at the same point in relation to the line of writing that the single length of the same stem is commenced at for the same position. But the following rule is found to give greater distinctness and increased legibility to these signs.

POSITIONS OF HORIZONTAL STEMS.

§ 204. The positions of horizontal double-length curves are necessarily the same as those of single lengths; thus,

FIRST POSITION: *metter*, *netter*.

SECOND POSITION: *metter*, *ingter*.

THIRD POSITION: *hetter*, *netter*.

POSITIONS OF DOWNWARD LENGTHENED CURVES.

§ 205. The positions of downward double-length curves are as follows:

FIRST POSITION.—The lower end resting on the line; thus, *vetter*, *shetter*.

SECOND POSITION.—Divided by the line into two equal parts; thus, *dhetter*.

THIRD POSITION.—About two thirds of the sign below the line; thus, *fetter*, *thetter*, *shetter*.

POSITIONS OF UPWARD LENGTHENED CURVES.

§ 206. The positions of upward double-length curves are as follows:

FIRST POSITION.—Commencing about one third the length of a *tee* above the line; thus, *letter*.

SECOND POSITION.—Commencing at the line; thus, *letter*.

THIRD POSITION.—Commencing about one third the length of a *tee* below the line; thus, *letter*.

VOCALIZATION OF LENGTHENED CURVES.

§ 207. Any vowel or diphthong sign written to a lengthened curve is read before the added consonants *tr*, *dr*, or *dhr*; thus, *under*, *letter*, *mother*, *leader*, *flatter*, *psalter*.

FINAL HOOKS READ BEFORE THE ADDED CONSONANTS.

§ 208. The power of any final hook on a lengthened curve takes effect before the added consonants *tr*, *dr*, *thr*, or *dhr*; thus, *slender*, *tormentor*.

FINAL CIRCLE OR LOOP TO BE READ AFTER THE ADDED CONSONANTS.

§ 209. A final circle or loop is read after the added consonants *tr*, *dr*, etc.; thus, *matters*, *mothers*, *cylinders*.

SPECIAL VOCALIZATION.

§ 210. A vowel or diphthong occurring immediately before the final *r* of a lengthened curve may be written in accordance with the rule for "special vocalization" at § 156; thus, *entire*, *adventure*, *soldier*.

POSITIONS OF DOUBLE-LENGTH STRAIGHT STEMS.

§ 211. The positions of the double-length or repeated perpendicular or inclined straight stems may be indicated in the same manner as those of the lengthened curves; thus,

FIRST POSITION: *dee-dee*, *ree-ree*.

SECOND POSITION: *jay-jay*, *ree-ree*.

THIRD POSITION: *bee-bee*, *ree-ree*.

HALVING.

HALF-LENGTH STEMS.

§ 212. Either *tee* or *dee* may be added by halving to any consonant-sign, whether simple or compounded with an initial circle or loop, or with any hook, final as well as initial; thus, *kay-t*, *sek-t*, *stek-t*, *sis-pee-t*, *sker-t*, *kel-t*, *ker-t*, *kwee-t*, *pef-t*, *pen-t*, *peshun-t*, *petter-t*, *plen-t*, *pren-t*, *spen-t*.

NAMES OF THE HALF-LENGTH SIGNS.

§ 213. The half-length compounds are named by pronouncing the vowel *ĕ* with the consonants represented by the sign, the vowel being placed where it will make the most easily uttered name; thus, the half lengths at § 212 are respectively called *ket*, *sekt* or *sket*, *stekt*, *sis-pet*, *skret* or *skert*, *klet* or *kelt*, *kert* or *kret*, *kwet*, *peft*, *pent*, *peshunt*, *petterd*, *plent*, *prent*, *spent*. But the stems *ess*, *ish*, *shee*, *el*, *lee*, *er*, and *ree*, when halved, are named, respectively, *est*, *isht*, *shet*, *elt*, *let*, *ert*, and *ret*.

CAUTION.—HALVING OF STEMS WITH FINAL CIRCLES OR LOOPS ATTACHED.

§ 214. It will be observed that when a stem with any final hook is halved, the added *tee* or *dee* is read after both stem and hook; but when a stem with a final circle or loop is halved, the added *tee* or *dee* must be

read immediately before the circle or loop. In other words, final circles and loops are added to the half-length signs in the same manner as to the full-length stems; thus, kay-s (*kess*), kay-t-s (*kets*), der-f-s (*drefs*), der-f-t-s (*drefts*), kay-n-s (*kens*), kay-n-t-s (*kents*), em-st (*mest*), em-t-st (*metst* or *medst*).

POSITIONS OF HALF-LENGTH STEMS.

HORIZONTAL STEMS.

§ 215. The positions of half-length horizontals are, of course, the same as the positions of the full-length horizontals (see § 61); thus,

FIRST POSITION: *met*, *sent*, *kent*.

SECOND POSITION: *net*, *gent*, *ingt*.

THIRD POSITION: *ingt*, *sent*, *get*.

PERPENDICULAR AND INCLINED STEMS.

§ 216. The positions of perpendicular and inclined stems are as follows:

FIRST POSITION.—Above the line, the lower end of the stem distant from it about one third the length of a *tee*; thus, *tet*, *brent*, *teft*, *rets*, *jent*, *dent*.

SECOND POSITION.—Resting on the line; thus, *stent*, *jent*, *dent*.

THIRD POSITION.—Just below the line; thus, *tlent*, *dent*.

§ 217. For the third position, some phonographers write half-length perpendicular and inclined stems *through* instead of *below* the line; thus, *dent*.

VOCALIZED HALF-LENGTH SIGNS.—ORDER OF READING.

§ 218. A vocalized half-length sign is read in the following order: *First*, the stem (with its hooks, initial circle or loop, if there be any) and its vowel-signs, in accordance with rules heretofore given, the same as if it had not been halved; *second*, the *tee* or *dee* added by halving; and, *third*, the final circle or loop, if there be any.

EXAMPLES: *get*, *date*, *yet*, *sect*, *plate*, *prate*, *hurt*, *word*, *settled*, *sobered*, *trained*, *sprained*, *patient*, *blend*, *blends*, *ancient*, *brands*, *stand*, *approved*, *efficient*.

DEE AND TEE DISTINGUISHED.

§ 219. When a stem with an *en*-hook is halved, if it be deemed desirable ever to distinguish whether the added sound be *dee* or *tee*, it may

be done by shading the hook for *dee;* thus, *pained*, instead of *paint*. This distinction is, however, seldom necessary in practice, the context being generally a sufficient guide.

§ 220. The half-length signs may be joined with other signs, whether of the same or different lengths, or whether simple or compound; and they may be used either at the *beginning*, in the *middle*, or at the *end* of words; thus, *bottom*, *ascertain*, *intimation*, *intimate*, *ascertained*, *fortified*, *affidavit*, *sentiment*, *reputable*. *named*, *puzzled*, *muzzled*.

SPECIAL REMARKS UPON THE HALF-LENGTHS.

IMPROPER JOININGS.

§ 221. A full-length and a half-length stem must not be joined, if one or both be straight, or if both be curved, but are arcs of circles struck in the same direction, except they form an angle at the point of junction; for instance, *kay* and *ket*, *lee* and *ket*, *ef* and *ket*, etc., are not allowable combinations, because it is difficult to distinguish such signs, on the one hand, from a full-length stem, and on the other hand, from two full-length stems. Thus, *kay-ket* joined, might be supposed to be *kay* made a little too long, or *kay-kay* made too short. In these cases the full-length stems should be used; thus, write not for *correct*, not for *liked*, not for *effect*.

SHT AFTER EF OR VEE.

§ 222. When the combination *sht* is immediately preceded by *ef* or *vee*, it must be represented either by the full-length stems *shee-tee*, or by the downward half-length *isht;* thus, *lavished*, *fished*.

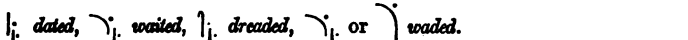
STRAIGHT HALF-LENGTHS IN SAME DIRECTION NOT ALLOWED.

§ 223. Two straight half-lengths running in the same direction can not of course be joined, because they would appear the same as one full-length stem; thus, | is *dee*, not *ded-ded*. To avoid the inconvenience of disjoining in such cases, the first compound should be written with full-length stems, and the other with a half-length, as in the word *catgut*.

SYLLABLES -TED AND -DED.

§ 224. The syllables *-ted* and *-ded*, terminating adjectives and the perfect participle and preterit of regular verbs, are generally written with the signs *ted* and *ded*, without regard to the manner of writing the primitive word; thus, write *act*, but not for *acted;* *goad*, but not for *goaded*.

HALF-LENGTHS DISJOINED.

§ 225. Sometimes it is necessary to detach a half-length from the preceding stem, or else to write its equivalent full-length stems; thus  *dated*, *waited*, *dreaded*, or *waded*.

EST STRUCK UPWARD.

§ 226. Occasionally, when it is difficult or inconvenient to join the half-length *est* to a final *shun* or *en* hook, it is allowable to strike it upward; thus, *factionist*, *elocutionist*.

MEDIAL VOWEL AFTER HALF-LENGTH.

§ 227. When a vowel occurs immediately after *tee* or *dee* added by halving, if the next succeeding consonant-sign be a circle or loop, there is no position in which to write the vowel-sign, and it must be omitted; as the first *i* in *anticipate*. But if the next consonant after a *tee* or *dee* sound be written with a stem-sign, the vowel may be written to that; thus, *esteem*.

STEM-SIGNS FOR TEE OR DEE BEFORE A FINAL VOWEL.

§ 228. When either *tee* or *dee* is the last consonant-sound in a word, of which the final element is a vowel, it should be written with the stem-sign, because, if the halving principle were used, no vowel-position would be provided for the sign of the final vowel; thus, *into*. The same is also true when a word ends with a circle or loop preceded by *tee* or *dee*, with an intervening vowel; thus, *induce*. This rule gives a distinction by outline between such words as *pity* and *pit*, *notice* and *notes*, etc.

EXCEPTION. — SPECIAL LICENSE.

§ 229. When, however, the final vowel of a word is *third place*, and the consonant immediately preceding it is the sound of *tee* or *dee*, it is allowable, by way of license, to use the halving principle, and then to write the vowel-sign at the *end* of the halved stem; thus, *faculty*, *vitality*, *neutrality*, *frailty*. Such vowel-sign is read before a final circle or loop joined to the half-length; thus, *faculties*.

§ 230. The above exception must not be extended to vowels of either the first or second position; its chief use is to shorten the outlines of a large class of long words that end with the vowel-sound *i* preceded by either a *tee* or *dee* sound.

AMBIGUOUS OUTLINES. — HOW AVOIDED.

§ 231. The use of the halving principle to indicate both *tee* and *dee* will sometimes give the same form for two different words; thus, may be either *got* or *God*, either *bat* or *bad*; but, in the great majority of cases, the context will show which word is intended. If, however, it should ever be deemed desirable to distinguish between such words, the consonant *tee* may be indicated by halving, and *dee* written with the full stem-sign; thus, *pate*, as distinguished from *paid*; though, generally, no ambiguity would arise from writing *paid* the same as *pate*, and so with most other words of the same class.

HALF-LENGTH REE.

§ 232. Half-length *ree*, when standing alone, should generally be used for *ree* followed by the sound of *tee*, and *ree-dee* written with the two stem-signs; thus, *rate*, *raid*. But after another consonant-stem, *ree* may be halved to add either a *tee* or *dee* sound; thus, *mart* or *marred*, *fired*.

TWO VOWELS BEFORE FINAL TEE OR DEE.

§ 233. When the sound of *tee* or *dee* is immediately preceded by two vowels, the stem-sign should be used; thus, *poet*. This rule, and the one given at § 232, secures a distinction by outline between such words as *right*, *ride*, and *riot*.

FINAL DEE PRECEDED BY EL, REE, OR EN, ETC.

§ 234. When the sound of *dee* is final, and is preceded by either *lee*, *ree*, or *en*, which is itself both preceded and followed by a vowel, the *stem*-sign should generally be used; thus, *solid*, *tarried*, *moneyed*.

UPWARD AND DOWNWARD STEMS HALVED.

§ 235. When convenient, the rules for the use of upward and downward stems (see page 45 and onward) should be observed when those stems are halved; thus, *pulled*, *appellate*; but half-length *ree* is generally preferred to halved *er*, even in violation of the rule. See the example *mart*, at § 232.

GROUP VOWELS AND THEIR SIGNS.—IMPROPER DIPHTHONGS.

GENERAL REMARKS.

§ 236. As has been before remarked, there are but four proper diphthongs recognized in our language. These diphthongs and their signs have been already fully treated of at page 30 and onward. We have, however, many other double vowels that do not come strictly within the definition of proper diphthongs, but which are yet so like them in their nature, and are of such frequent occurrence in words, that it has been found convenient to represent them in a similar manner, and to give them signs that may be made with facility and without taking off the pen.

§ 237. These double sounds differ from the *close* or *proper* diphthongs in having a less intimate connection of their components; they may, therefore, be termed *open* or *improper* diphthongs.

COALESCENCE OF THE DOUBLE VOWELS.

§ 238. The degree of intimacy with which these double sounds coalesce varies in different words. Sometimes they approach very nearly to the character of close diphthongs, as, for instance, the sounds of *ah*-ĭ in the word *aye* (yes), or *oo*-ĭ in *Louis*, etc.; while in other words the two concurrent vowels are entirely severed, as *ah*-ĭ in hurra*i*ng, *oo*-ĭ in *coo*ing, etc. When, however, the primary accent of the word falls upon the second of the two vowel-sounds, as in *deistic*, the most complete separation occurs, and they cease in any degree to resemble proper diphthongs, except in the fact that they are two vowels pronounced in succession, with no consonant intervening.

COMPOSITION OF THE DOUBLE VOWELS.

§ 239. It will also be seen that in nearly all of the double vowels, whether they are close or open diphthongs, the short sound ĭ is one of the elements, being united, either initially or finally, with some one of the other vowel-sounds of the scale, as well as with another ĭ sound.

REMARKS ON THE DOUBLE-VOWEL SIGNS.

§ 240. The *improper diphthongs*, like the *proper diphthongs*, are represented by small angular characters, which are written to the consonant-stem in the position of the distinguishing vowel, or the vowel with which the sound ĭ is joined. The first or second stroke of the sign is made *heavy*, according as the first or second vowel of the combination is *long*. The signs representing the *dot-vowels* in combination with ĭ,

open *upward* and *downward*, while those representing the *dash-vowels* so combined, open to the *right* and *left*. In the table below, at the right of each sign are placed the letters that represent its two sounds; and under the sign is given a word in which they are heard. We have not been able to find any English word containing the double sounds *ŭ-ĭ*, as represented at No. 17, and some of the others occur very rarely; but they, together with the proper diphthongs, I, OI, OW, and EW, have been inserted in their appropriate places in order to make a complete exhibit of the scheme of double-vowel signs. The learner will observe that the compound *ĭ-ĭ* has given to it two signs, Nos. 6 and 12. These are so exhibited, because the mode of constructing the scale gives such a result; but, as in practice only one sign would be required for those sounds, the sign No. 12 may be invariably used for them, and No. 6 used for the diphthong I when it will be more convenient than its proper sign, No. 4, of the first position. The diphthong EW has also two signs, Nos. 21 and 24, the first representing the sound of the diphthong in accented, and the latter in unaccented syllables; but in ordinary practice, No. 24 is employed in all cases, whether the syllable be accented or not. By bearing in mind that the double-vowel signs are arranged in the precise order of the scale of simple vowels, the learner will be greatly aided in committing them to memory.

TABLE OF DOUBLE-VOWEL SIGNS.

DOT-VOWELS.

1.	2.	3.	4.	5.	6.
ah-ĭ,	*ā-ĭ*,	*ē-ĭ*,	*ă-ĭ* (I),	*ĕ-ĭ*,	*ĭ-ĭ*, (I)
hurr*ah*ing,	s*ay*ing,	s*ee*ing,	*I*,	hyg*eist*,	
7.	**8.**	**9.**	**10.**	**11.**	**12.**
ĭ-ah,	*ĭ-ā*,	*ĭ-ē*,	*ĭ-ă*,	*ĭ-ĕ*,	*ĭ-ĭ*,
*Ia*go,	opi*a*te,	hygi*e*ne,	mani*ac*,	carri*er*,	carr*y*ing

DASH-VOWELS.

13.	14.	15.	16.	17.	18.
aw-ĭ,	*ō-ĭ*,	*oo-ĭ*,	*ŏ-ĭ* (OI),	*ŭ-ĭ*,	*ŏŏ-ĭ*,
s*aw*ing,	g*o*ing,	d*oi*ng,	*oi*l,		Bed*ou*ins,
19.	**20.**	**21.**	**22.**	**23.**	**24.**
ĭ-aw,	*ĭ-ō*,	*ĭ-oo* (EW),	*ĭ-ŏ*,	*ĭ-ŭ*,	*ĭ-ŏŏ* (EW),
carry-*all*,	ol*io*,	d*u*ly,	id*i*om,	var*ious*,	resc*ue*.

EXAMPLES: *opiate*, *officiate*, *maniac*, *Arabia*, *Ontario*, *idiom*.

§ 241. In a similar manner, another series of double signs might also be provided for double vowels having as their basic component the other short close vowel *ŏŏ;* but it would be of little practical value in writing English, as we have only one instance of such a combination that does not fall within the series given in the above table, namely, the proper diphthong ŏ-ŏŏ (ow).

SIMPLE SIGNS INSTEAD OF DOUBLE ALLOWABLE.

§ 242. It is not imperative that the double signs should be used: the double vowels may be correctly represented by the simple signs of their elements, written to the consonants in accordance with the principles laid down at §§ 35 and 57; thus, we may write ····· or ····· for *cooing*, ⌒ or ⌒ for *clayey*.

TREBLE VOWEL-SIGNS.

§ 243. When the vowel-sound ĭ precedes the proper diphthongs I, OI, and OW, it may be represented by an initial tick; thus,

ĭ-I, ĭ-OI, ĭ-OW.

EXAMPLES: ····· *genii*, ····· *Honeoye*.

§ 244. When the vowel-sound ĭ follows one of the four proper diphthongs, it may be represented by a final tick; thus,

I-ĭ, OI-ĭ, OW-ĭ, EW-ĭ.

EXAMPLES: ····· *vieing*, ····· *annoying*, ····· *avowing*, ····· *renewing*, ····· *dewy*.

SAME SIGNS USED FOR OTHER DOUBLE OR TREBLE VOWELS.

§ 245. No confusion will result in reading if the above series of signs are also sometimes used to represent such double or treble vowels as are composed of an accented long-vowel or diphthong, and *any* short-vowel, except *ŏŏ;* thus, sign No. 14 may be employed for *ō-ĕ* in ⌒ *Owen*. In like manner, sign No. 8 may be used for *ēā* in *creator*, No. 22 for *ĕŏ* in *theology*, etc.

LICENSE AS TO DIRECTION OF THE GROUP-VOWEL SIGNS.

§ 246. When more convenient, the signs opening to the right and left may be inclined a little from the horisontal; thus, OI, ĭŏ, OI-ĭ, as in the words ····· *void*, ····· *drawing*, ····· *showy*, ····· *folio*, ····· *boyish*. Care must be taken, however, not to incline them so much that they will be liable to be mistaken for those opening upward and downward.

THE ASPIRATE HAY.

DOT-SIGN.

§ 247. When the aspirate occurs before either *pee*, *bee*, *ef*, or *vee*, it may be represented by a light dot placed before the sign of the intervening vowel or diphthong; thus, *habit*, *hub*, *heap*, *half*. This sign is used to avoid the awkward junctions which those consonants make when joined to a preceding stem *hay*. The dot-sign may also be used before other consonants in the middle of words, from which, for the sake of brevity, or to secure an easier form, the stem *hay* has been omitted; thus, *Alhambra*, *perhaps*.

TICK-SIGN.

§ 248. The consonant *way* may be aspirated by a perpendicular initial tick; thus, *whey*. It is also allowable to aspirate *way* with the dot-sign written after the stem and before the sign of the succeeding vowel or diphthong; thus, *white*.

THE NOMINAL CONSONANT.

§ 249. It is sometimes necessary to express one or more vowels or diphthongs without a consonant-stem, as is the case with a few words that contain only vowel-sounds. In such cases any one of the signs having no specific value, may be employed as an outline to which to write the vowel-signs; thus, *Eah*, *Io*. This sign, which is used only for the purpose of showing the vowel positions, is called THE NOMINAL CONSONANT.

STENOTYPY.

§ 250. Phonographic outlines may be represented in much smaller space, and with far less expense, by the letters of the ordinary printing alphabet than by the use of engraved short-hand characters. This style of printing is called STENOTYPY.

§ 251. The system of stenotypy employed in this work, although similar in some of its details to that found in other phonographic books, is believed to be greatly superior to any like means heretofore devised for the same purpose. The plan is as follows: Each consonant-sign is represented by the letter or letters of the common alphabet by which it is most readily and naturally suggested. In the list

below, the phonographic name of each consonant-stem is placed directly under its stenotype.

CONSONANTS.

K, kay,	G, gay,	T, tee,	D, dee,	CH, chay,	J, jay,	P, pee,
B, bee,	SH, ish,	*SH*, shee,	ZH, zhee,	S, ess,	Z, zee,	TH, ith,
DH, dhee,	F, ef,	V, vee,	NG, ing,	N, en,	M, em,	L, el,
L, lee,	R, er,	*R*, ree,	H, hay,	Y, yay,	W, way.	

'SHEE,' 'LEE,' 'REE,' AND 'ESS.'

§ 252. The stenotypes of the upstroke stems *shee*, *lee*, and *ree*, are distinguished from *ish*, *el*, and *er* respectively, by being printed in italics. The stenotype of *ess*, when struck upward, as in ···(·:·)··· *elocutionist*, (·:·) *factionist*, etc., should also be printed in italics.

STENOTYPES OF STEMS AND OF CIRCLES, HOOKS, ETC., DISTINGUISHED.

§ 253. The stenotypes of the stem-signs are distinguished from the stenotypes of consonants represented by the circles, loops, and hook modifications, and the dot and tick signs for *hay*, by printing the former in capitals and the latter in small letters; thus, — K, . | D, ◡ F; ʃ sTs, ʃ sSs; ⌒ ssK, ⌒ Kss, ◡ Fss; ⌒ stK, ⌒ Kstr; ⌒ Kl, ⌒ Jl, ⌒ ZHl, ⌒ Hl; ⌒ Kr, ⌒ CHr, ⌒ THr, ⌒ Wr; ⌒ sPl, ⌒ sFl, ⌒ sFr, ⌒ sPr, ⌒ ssPr, ⌒ stPr; ⌒ Kw, ⌒ Tw; ⌒ Ky, ⌒ By; ⌒ nsKr; — Kf, ⌒ DHf; — Kn, ◡ Fn; ⌒ Kshn, ◡ Fshn; — Ktr; ⌒ Kfs; ⌒ Pns, ⌒ Pnstr; ⌒ Ntr, ⌒ Fltr, ⌒ *Ltr*, | Dt, ⌒ Plnt, ⌒ sKt, ⌒ sKrt, ⌒ Prnt, ⌒ Drfts.

§ 254. When a stem modification may be employed to write more than one consonant, or group of consonants, its stenograph may vary accordingly; thus, ⌒ sPs or sPz, ⌒ sNs or sNz, ⌒ Kss, Ksz, or Kzz, ⌒ *Rst* or *Rzd*; ⌒ Mf or Mv, ⌒ Grf or Grv, ⌒ sKf or sKv ⌒ Ttr, Tdr, or Tdhr, ⌒ Mtr, Mdr, or Mdhr; ⌒ sPnt or sPnd.

STENOTYPES OF SHADED CIRCLES, ETC.

§ 255. The phonotype of a consonant written with a shaded circle,

loop, or hook, may be printed in full-faced type; thus, *Lz* (laws) *Rzd* (raised), *Rzz* (raises), Prv (prove), *Rdr* (rider). The stenotype of the *ishun*-hook is printed in italics when it occurs after the *ess*-circle; thus, Ks*shn*, Fz*shn*.

STENOTYPES OF OUTLINES CONTAINING MORE THAN ONE STEM.

§ 256. A *hyphen* is printed between two stenographs (whether of single or group stems) to indicate that the signs they represent are joined; an *inverted semicolon*, to indicate that they are disjoined and written near each other; a *colon*, to indicate that they are disjoined, and the second sign written close to, but a little under the first; an *inverted period*, to indicate that they are disjoined, and the second sign lapped over the first; and a *cross* (+), to indicate that they are disjoined, and the second sign written through the first. A simple space marks the ordinary separation between words. A numeral just after and generally near the upper part of a stenotype, whether of a simple or compound sign, indicates the position of its phonograph. When no numeral is given, the second position is understood. A stenotype should be named according to the phonographic nomenclature already given.

EXAMPLES: N-V, B-K-M, G-G, F-N, P-B, V-G, H-Z, *L*-SH, Ks-K, Ds-K, Ps-V, SH-K, *SH*-K, L-M, *L*-M, F-R, P-*R*, K-Pr, P-*Rl*, nsKr-B, ns*L*-V, Gr-Y, Trs-Ps, Trs-Gs, Dns-NG, Prs*shn*-L, Kltr-I, *R*-Pt-Bl, P-Zld, K-T-Gt, P-Ld, P-*Lt*; K : Dshn; D-Td; Nn+D-Ktr; M^1, D^3, R^1-T, P^3-T.

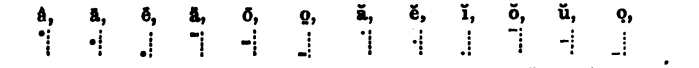
§ 257. When one of the signs mentioned in the last section is printed before a stenograph standing alone, it indicates how its outline is to be written in relation to any outline that may precede it; thus, Pln^2 denotes the outline of *complain*, and also that it should be written near the next preceding word. See the prefix *com*, § 284.

ESS-CIRCLE BETWEEN STEMS.

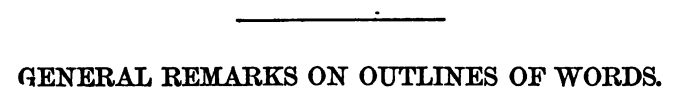
§ 258. A circle between two stems may be considered as joined to either; thus, Ms-M or M-sM, Ms-*L* or M-s*L*. Generally, however, the circle should be represented in connection with the stem that precedes it, except in cases where the phonographic outline would be best suggested by attaching it to the succeeding stem; thus, Ks-J, Bs-J, *Rs*-K; but T-s*L*, F-s*L*, N-s*L*.

VOWELS.

§ 259. The vowel-signs, both single and double, though seldom used in advanced Phonography, may, when necessary, be indicated as follows:



§ 260. The stenotypes of the vowels may be written in with the consonant stenotypes in the order of their occurrence in the word. A *hyphen* between the stenotype of a vowel or diphthong commencing or ending a word, and the stenotype of the nearest stem, indicates that they are to be joined in writing. The stenotypes of vowels to be written according to the rule for "special vocalization" at § 156, are in parentheses.

EXAMPLES: 

GENERAL REMARKS ON OUTLINES OF WORDS.

§ 261. One of the peculiarities of Phonography is its variety of consonant forms, it often being possible to represent the consonants of a single word with several different, and sometimes very unlike, outlines. This variety results from the employment of more than one means of representing certain of the consonants, some of them having both an upward and a downward sign, and others being sometimes written with a stem, and sometimes included in a group sign. This is frequently the source of not a little perplexity to the beginner, who is embarrassed at having to select outlines before he has become familiar with the principles that should control such choice. This is a difficulty, however, which a little practice, in both reading and writing, soon overcomes. The general rule in regard to such words is, that they should be written with the briefest outlines that are consistent with legibility and ease of vocalization; care being taken to observe Analogy of Form, which requires, without regard to their derivation or meaning, that words of similar construction, as regards the consonants and vowels and their arrangement, be written in a similar man

ner; thus, *suddenly*, *lovingly*, *nearly*, *goaded*, *likewise*, *slackwater*; their primitives, or components, being written *sudden*, *loving*, *near*, *goad*, L¹-K *like* and Ws¹ *wise*, sL¹-K *slack* and Wtr¹ *water*.

§ 262. There are occasional exceptions to the rule given in the last section, as where uncommon, rarely used, or peculiarly formed words, for the sake of increased legibility, are written according to what may be called Analogy of Derivation or Composition, which requires that the derivative be written like its primitive, the signs for the additional sounds being simply joined on, or that a compound word should be written by merely joining together the ordinary outlines of its components, even in violation of the requirements of Form Analogy. But when both analogies agree in requiring a word to be written with a particular outline, but which can not easily be made without taking off the pen, it is better to disjoin than to change the outline; thus, write F²-Kshn:T, instead of F²-K-SH-Nt, for *affectionate*.

SPECIAL DIRECTIONS AS TO CERTAIN OUTLINES.

§ 263. Speed in writing Phonography depends chiefly upon the ability of the writer to make the various outlines of words without hesitation. This facility can be more readily attained by becoming thoroughly familiar with the best modes of writing those syllables, or small groups of consonants, that are common to classes of words, than by attempting to learn the outline of each word of the language separately. The following tables and rules will be found useful in this connection.

INITIAL LETTERS.

Prefix.		Sign.		Examples.
ant,	by	Nt	in	antagonist, antedate, antidote
cal,	"	Kl	"	caligraphy, calumet, calumny
car,	"	Kr	"	carbon, caricature, carpet
cat,	"	Kt	"	catalogue, catamount, category
cent,	"	sNt	"	centage, centennial, centiped, centuple
chir,	"	Kr	"	chirography, chironomy, chirurgeon
chr,	"	··	"	Christmas, chromatic, chronic
cir,	"	sR	"	circuit, circus, Circassian
"	"	*sR*	"	circle, circulate
cis,	"	ss	"	cis-alpine, cistern
col,	"	Kl	"	collateral, collect, colloquy
cor,	"	Kr	"	cork, correct, coroner
counter,	"	Knt-*R*	"	counterfeit, countersign
cut,	"	Kt	"	cuticle, cutlet, cutting

Prefix.		Sign.		Examples.
del,	by	Dl	in	delicate, deliver
enter,	"	Ntr	"	entertain, enterprise
far,	"	Fr	"	farm, farther, farthing
fer,	"	"	"	ferment, fervid, fervor
fur,	"	"	"	furlong, furnace, further
hept,	"	Pt	"	heptagon, heptachord, heptarchy
hydr,	"	Hdr	"	hydraulic, hydrogen, hydrometer
hyp,	"	P	"	hypocrite, hypothesis
int,	"	Nt	"	intent, intense, intention
inter,	"	Ntr	"	intercede, interdict, interline
jur,	"	Jr	"	jurisdiction, jurist, jurisprudence
met,	"	Mt	"	metal, metaphor, meteoric
mult,	"	Mlt	"	multifarious, multiform, multiple
oct,	"	Kt	"	octave, octennial, October
par,	"	Pr	"	paragraph, parchment, parliament
per,	"	"	"	percolate, perfect, person
phil,	"	Fl	"	philanthropy, Philadelphia
pol,	"	Pl	"	polemic, polyglot, polygon
quad,	"	Kwd	"	quadrant, quadruped, quadruple
rel,	"	*R*l	"	relation, relevant, relief
retro,	"	*R*tr	"	retroaction, retrograde, retrospect
sept,	"	sPt	"	September, septennial, Septuagint
subter,	"	sBtr	"	subterfuge, subterranean
super,	"	sPr	"	superb, supercargo, superfine
supr,	"	"	"	supramundane, supreme
sis, sys, sus,	"	ss	"	sister, system, sustain
under,	"	Ndr	"	underdone, undersign
val,	"	Vl	"	valid, value, valve
ver,	"	Vr	"	verbal, verge, version
vol,	"	Vl	"	voluntary, voluptuous
vul,	"	"	"	vulgar, vulture

FINAL SYLLABLES.

§ 264. The following are the principal final syllables that are liable to trouble the novitiate.

Suffix.		Sign.		Examples.
cise,	by	ss	in	precise, criticise, exercise
cism,	"	ssM	"	ostracism, criticism, solecism
hood,	"	Hd	"	childhood, sisterhood, boyhood
ometer,	"	Mtr	"	thermometer, barometer, hydrometer
sis, sus,	"	ss	"	basis, thesis, crisis, colossus
tude,	"	Td	"	quietude, solicitude, latitude

'-LY.'

§ 265. When the final syllable *-ly* is preceded by a consonant written with a stem-sign, and there is no distinct vowel intervening, it is generally expressed by the *el*-hook on such preceding stem; thus, *pearly*, *officially*, *calmly*. In all other cases it should be written, if possible, with the upstroke *lee*; thus, *Kelly*, Grs-*L grossly*, Mt-*L*[3] *mutely*, Fthr[1]-*L fatherly*. But when *lee* can not conveniently be written, *el* may be used instead, or else a disjoined *lee*; thus, Jnt[1]-L, or ⁝*L jointly*, J-sNt-L, or ⁝*L adjacently*.

'-RY.'

§ 266. The final syllable *-ry* is sometimes expressed by the *er*-hook and sometimes by the stems *ree* and *er*, being governed by the same rule as *-ly*; thus, *fishery*, *drudgery*; but *berry*, *story*, Ms-*R*[2] *misery*, Rt[1]-*R artery*.

'-TY.'

§ 267. The final syllable *-ty* may generally be expressed by halving the stem of the preceding consonant; thus, *utility*, *activity*, *fatality*. See § 229.

'IN' AND 'ON.'

§ 268. *In* and *on* at the end of words may generally be written with the *en*-hook; thus, *therein*, *thereon*.

'-TURE.'

§ 269. The final syllable *-ture*, as well as *-ter*, *-tor*, and *-der*, may usually be indicated by the *ter*-hook on straight stems, by the lengthening of curves, and by changing an *ess*-circle into the *ster*-loop; thus, *creature*, *adventure*, *texture*. The loop, when so used, may be vocalized by writing the sign for ŭ within the loop, in the same manner as with the *ter*-hook (§ 191), or by placing it at the end of the loop.

THE PAST TENSE.

§ 270. The past tense of regular verbs is written as follows:

1. When the present tense ends with a full-length stem, whether simple or compounded with anything but a final circle or loop,—by halving such final stem; thus, Bl-M *blame*, Bl-Md *blamed*, Pln *plane*, Plnd *planed*, Brv *brave*, Brvd *braved*, Kshn[1] *caution*, Kshnd[1] *cautioned*.

2. When the present tense ends with a half-length stem,—by making its final stem full length, and then adding *tet*, *ted*, or *ded*, thus, Prt-Kt *protect*, Prt-K-Td *protected*, *R*-P-*R*t *report*, *R*-P-*R*-Td *reported*, D-Grd *degrade*, D-Gr-Dd *degraded*. See § 224.

3. When the present tense ends with the *ess*-circle, not written inside of a final hook,—by changing the circle to an *st*-loop; thus, Ks[3] *accuse*, Ksd[3] *accused*, Glns[1] *glance*, Glnst[1] *glanced*. But when the circle is written inside of a final hook, the consonant represented by such hook should be written with its stem-sign, and the circle changed to a loop; thus, Fns *fence*, F-Nst *fenced*, Vns[3] *evince*, V[3]-Nst *evinced*.

4. When the present tense ends with the *st*-loop,—by changing the loop to the *ess*-circle, and adding *ted;* thus Kst[1] *accost*, Ks-Td[1] *accosted*.

ABBREVIATION.

§ 271. Although Phonography provides an exceedingly perfect means of representing all the sounds used in the English language, so that it meets the requirements of a very exact phonetic analysis, yet it is by no means essential to legibility that in actual practice the signs of all those sounds should be written. The advanced phonographer from choice, and the practical reporter from necessity, omit almost entirely the signs of the vowels and diphthongs, and also abbreviate many of the consonant outlines.

OMISSION OF VOWELS.

§ 272. To the casual observer it might seem that the omission of the vowel-signs would occasion great uncertainty, if not absolute illegibility, in reading Phonography. This, however, is so far from being the case that all experienced writers prefer unvocalized to vocalized outlines, and consider that an extensive insertion of the vowels is an actual detriment in reading. The principal causes of this legibility are these: (1.) As the vowel-signs form no part of the outline, the general appearance of a word is not changed by their omission. (2.) The great majority of words are distinct from others in their consonant sounds, and consequently have different and distinct outlines. (3.) As the outlines of words are placed, in respect to the line of writing, in three positions, according as their accented vowels are of the first, second, or third place, even if two or more words hould happen to be written with the same outline, they may generally be distinguished by this difference of position. (4.) In the few cases of words that contain the same consonant-sounds, and that belong to the same position, when necessary, distinctions are obtained by some arbitrary difference of position or outline, or else by vocalizing, partially or in full, one, and generally the more uncommon, of the conflicting words

VOWELS TO BE OMITTED.

§ 273. When the learner has mastered the principles of Phonography thus far explained, and has become somewhat familiar with the outlines of words, he should begin to leave out the signs of the vowels, or, in other words, to write what is called "Unvocalized Phonography." But, in order that his writing may not become illegible to him by a too sudden transition, it will be found the safer plan to commence by omitting the vowel-signs only in the following cases:

I. When the existence of the vowel is indicated by some peculiar method of writing the consonant outlines, as is the case with the italicized vowels in the words *a*sk [§ 113]; r*a*cy [§ 115]; bush*y* [§ 130]; *a*like [§ 132]; felly [§ 133]; *a*rk [§ 135]; berry [§ 136]; coff*ee*, gravy, many [§ 179]; int*o*, ind*u*ce [§ 228]; p*oe*t [§ 233]; solid [§ 234]; appell*a*te [§ 235].

II. From short words of frequent occurrence, as in b*y*, b*e*, *a*t, *i*t, *u*p, s*ay*, th*ey*, *o*n, *i*n, etc.

III. Unaccented vowels, as in votary, capital, possible, enemy, prominence, etc.

IV. In long words, medial vowels, whether accented or not, as in unostentatious, incidental, statesmanship, etc.

VOWELS TO BE INSERTED.

§ 274. The vowel-signs most essential to legibility, and which the learner should still continue for a while to insert, are the following:

I. An accented in preference to an unaccented vowel; thus, *occasion*.

II. A diphthong, whether accented or not, in preference to a simple vowel.

III. An initial or final vowel, unless it is indicated by some peculiarity of the consonant outline; thus, *attic*, *ergo*.

IV. The sign of the diphthong I generally at the end of a word, and usually at the commencement when it can be joined to the first consonant-stem; thus, *defy*, *idea*. Initial I, when joined, may generally be abbreviated, its last stroke only being written, which may be struck either upward or downward, as is most convenient; thus, *eyesight*, *island*. The stenotype of this sign is ĭ; the direction of the accent mark showing the inclination of the sign.

V. In words having a vowel before and after a single consonant-stem, both should be written, if possible; but if only one can be inserted, the accented one will generally afford the best clue to the word; thus, or *obey*.

WORDS DISTINGUISHED BY DIFFERENCE OF OUTLINE, POSITION, ETC.

§ 275. The general omission of the vowel-signs, as we have seen, renders it necessary to make distinctions between certain words by arbitrary differences of outline, position, or vocalization.

WORDS COMMENCING WITH 'IL,' 'IM,' 'IN,' 'IR,' 'UN,' 'EN.'

§ 276. When negatives are formed by prefixing the particle *in* to positive words that begin with *l*, *m*, or *r*, for the sake of euphony, the particle is changed respectively to *il*, *im*, or *ir*, so that the first consonant of the negative becomes doubled, as in the words *illegal*, *immaterial*, *irregular*, etc. This doubling of the first consonant also occurs, of course, in negatives made by prefixing *in* or *un* to positive words beginning with *n*, as in *innoxious*, *unnerve*, etc. Now, in ordinary speech, we frequently hear but one of these consonants spoken, the negative being distinguished from its corresponding positive word only by the sound of its initial vowel. In unvocalized Phonography, however, this distinction would not appear, and therefore both consonants should be written, even in those cases where only one is heard; thus, write *legal*, *illegal*, *moderate*, *immoderate*, *resolute*, *irresolute*, *noxious*, *innoxious*, *necessary*, *unnecessary*. But if a negative so formed have no corresponding positive in use, only one of the consonants should be written, unless both are actually heard; thus, *innocence*. The preceding remarks are also applicable to those similarly formed, though not negative, words that begin with the prepositional, or intensive particle *in* or *en*; thus, N-Nt innate, N-Nr-V innerve, N-N-Bl ennoble, M-Mnt-L^1 emmantle.

§ 277. LIST OF WORDS DISTINGUISHED BY DIFFERENCE OF OUTLINE, POSITION, OR VOCALIZATION.

Kst^1, cost—Ks-D^1, caused
K-Jl, cudgel—K-J-L, cajole
Ks*hn*^{1}, causation—Ks*hn*^{2}, accession—Ks*hn*^{3}, accusation
sT-Nshn, extenuation—sTn, extension
Klshn^3, collision—K-*L*shn^3, coalition—K-Lshn^3, collusion
Ks-*R*ss, exercise—Ks-ŏ*R*ss, exorcise
Kr-Pr^1-L, corporal—Kr-P^2-*R*l, corporeal
Gd^1, God—G-D^1, guide
Grd^1-N, garden—Gr-Dn^1, guardian
T^1-*R*tr, tartar—Trtr^2, traitor—Tr^2-Dr, trader

Trn, train—T-*R*n, turn
Tr², truth—Tr³, true
Tn-B, attainable—T-N-Bl, tenable
Dtr¹, daughter, doubter—Dt¹-R, auditor—Dt¹-*R*, auditory
Dtr, debtor—Dt-R, editor
Dlt-*R*, adultery—Dl¹-Tr, idolatry—Dltr¹, idolater
Ds²-Tn, destine—Dst-N, destiny
Dss³, decease—D³-sZ, disease
Dss³-T, deceased, desist—D³-sZd, diseased
Dl¹-Ns, idleness—D-*L*-Ns, dullness
D-M-Nstrshn, administration—D-Mns-Tshn, demonstration
D¹-M-Nshn, damnation—!D-M-Nshn, condemnation—D-Mn, dimension—Dŏ-M-Nshn, domination
D³-*R*shn, adoration—Drshn, duration
Jnt¹, gentleman—J¹-Nt, giant
Jnt, gentlemen—J-Nt, agent
Jnt¹-L or !*L*, gentlemanly—Jnt²-L, gentle—Jnt³-L, genteel
Pt¹-*R*n, pattern—P¹-Trn, patron
Pshnt², patient—Pshn¹-T, passionate
P-*R*-Ps, purpose—Pr-Ps, propose
Pr¹-P, property—Pr¹-Prt, propriety
Pr-Prshn, appropriation—Pr-P-*R*shn, proportion—Pr-P-Rshn, preparation
Pr²-P-*R*shnd, proportioned—Pr²-P-*R*shn!T, proportionate
Pr¹-Bshn, approbation—Pr²-Bshn, probation—Pr³-Bshn, prohibition
Prt-Kshn, protection—Pr-Dshn, production—Pr-D-Kshn, predication
Pr-Tn, pertain—P-*R*-Tn, appertain
Prs¹-Kt, prosecute—P-*R*s-Kt, persecute
Pr¹-sK, proscribe—Pr³-sK, prescribe
Pr²-sR, oppressor—P³-*R*-Sr, pursuer
Pr-SH, Prussia—P-*R*-SH, Persia
Prshn³, Prussian—P²-*R*-SHn, Persian—P³-*R*shn, Parisian
P¹-*R*shn, apportion—P²-*R*shn, portion
Pr¹-Fr, proffer—Prf²-*R*, prefer
Pr¹-Ms, promise—Pr¹-MIs, premise
Pr²-M-N-Nt, permanent—Pr³-M-N-Nt, preëminent
Prt¹-Nr, partner—P¹-Nr, part-owner
Bt³-F, beautify—B¹-T-F, beatify
B¹-s*L*t, obsolete—B³-s*L*t, absolute
B-*R*-TH, birth—Br-TH, breath
Bn¹-Dnd, abandoned—Bnd-Nt, abundant
stD, steady, study—sTd, staid
stJ, stage—sT-J, stowage

sP-*Rt*, support—sPrt, separate
sTshn, situation—stSHn, station
THst², atheist—THs²-T, theist
THs²-K, atheistic—THs²-T-K, theistic
TH-sM, atheism—TH²-Z-M, theism
F-Vrd, favored—F-V-*Rt*, or Fv-*Rt*, favorite
F¹-*L*, formal-ly—F¹-Mr-*L* formerly
F²-Nr-L, funeral—F²-N-*Rl*, funereal
Fs²-Kl, physical—Fs²-K-L, fiscal
F³-Rs, fierce—F³-*Rs*, furious
F¹-Wrd, forward, Fr-Wrd, froward
Fr-M, af-firm—F¹, form
Vl¹-Bl, valuable, voluble—V-*L*-Bl, available
Vlshn, valuation—V-*L*shn, violation
Vlshn³, evolution—V³-*L*shn, volition
V¹-*L*nt, violent—V¹-Lnt, valiant
V¹-Kshn, a7ocation—V²-Kshn, vocation
N³-Bd, nobody—N³-Bd, anybody
Nd-Kshn, indication—N-Dshn, induction
N-V-*SH*n, innovation—N-Vshn, invasion
N-Df²-Nt, indefinite—Nd-Fnd¹, undefined
Nd²-Ls, endless—Nd²-Ls, needless
N-J³-Ns, ingenious—N-J²-N-S, ingenuous
M-Pshn¹ :D, impassioned—M-Pshn¹-T, impassionate—M-Pshnt², impatient
M-Bl², amiable—M-Bl³, humble
Ml-*R*shn¹, amelioration—Ml-*R*shn², melioration
M³-N-Nt, eminent—M³-N-Nt, imminent
Ms-S³, Mrs.—Mss³, misses
M-N-TH, month—Mn-T³, minute
M¹-Grt, migrate—M²-Grt, emigrate—M³-Grt, immigrate
M¹-Grshn, migration—M²-Grshn, emigration—M³-Grshn, immigration
Mshn³, mission—M-SHn³, machine
Mshn-*R*³, missionary—M-SH³-Nr, machinery
*R*nd³, ruined—*R*³-Nd, renewed
R-Prshn, repression—*R*-P-*R*shn, reparation
*Rf*¹-*R*shn, refraction—*R*-F-Kshn, reflection
Rs²-M, resume—*R*²-S-M, reassume
Ls, less—ĕ*Ls*, else
*Lt*¹-Td, latitude—*Lt*¹-T-D, altitude
ĭ-*L*nd¹, island—*L*nd¹, land
W¹-Mn, woman—W³-Mn, women

OMISSION OF CONSONANTS.

§ 278. The omission of consonant-signs from the outline of words will be treated of under the general heads of "Word-Signs" and "Contractions."

WORD-SIGNS.

§ 279. It has been ascertained by calculation that about a hundred different words constitute more than one half of all the English that is spoken or written; that is, in a sermon, newspaper, speech, or debate, in which say ten thousand words occur, full five thousand will be made up by the repetition of certain common words, not exceeding a hundred in number. Now one of the prime necessities of a practicable system of shorthand, is a simple and brief means of writing these frequent words. Many of them are short words of but one consonant, which, being written by a single stroke of the pen, do not, of course, require abbreviation. But a considerable number contain several consonants, which, if written in full, would make outlines of inconvenient length; therefore, as far as possible, they are contracted, and one, two, or three consonants, as the case may be, used to represent the entire word. Strictly speaking, all such abbreviations would come under the general designation of "Contractions;" but, for the sake of convenience, such of them as are written with only one stem-sign, either simple or compound, are called "Word-Signs," and the use of the word "Contractions" restricted to those that contain two or more stems. The term Word-Sign is also applied to uncontracted outlines containing single stems, simple or compound, that are written out of the position to which their accented vowels would entitle them, as well as to the signs of a few words that are written with vowel or diphthong signs not in connection with any consonant-stem. A word that is represented by a word-sign is called a "Sign-Word."

§ 280. The following is a list of the word-signs arranged in the order of the tables of consonants and vowels. Each consonant word-sign is represented by its phonotype, and opposite it are its sign-words, printed in three lines and united by a brace. The words in the upper line are written with the word-sign placed in the first position; those in the second line with it in the second position; and those in the third line with it in the third position. When several words of the same position are represented by the same sign, they are such words as from practical experience are found not to conflict when so written, the context always showing which is intended: and the word for which the sign is most frequently employed is given first. When a word-sign outline is used for sign-words of only one or two positions,

the vacant positions are filled by words that are fully and properly expressed by the outline and position. As such words, however, do not come within the definition of Sign-Words, they are distinguished by being printed in italics. In case no word at all can be found to fill a place, a blank is left in the brace. A few signs have opposite them words printed with double terminations; thus, *here-ar*, *different-ce*, *give-n*; to intimate that the corresponding signs represent *hear* and *here*, *different* and *difference*, *give* and *given*.

§ 281. LIST OF WORD-SIGNS.

K.

—	can, counsel / come, Co. / could, kingdom
—	because / comes, Co's / *accuse*
—	*call* / claim / *cool*
—	*cycle* / exclaim / *school*
—	exclamation / *seclusion*
—	christianity / *care* / christian
—	describe / *succor* / *secure*
—	[:]*consecration* / description
—	inscribe / *unscrew*
—	inscription
—	accord-ing-ly / *court* / *accrued*
—	quality-ify / question / equal
—	*quaff* / equivalent-ce
—	*cough* / cover
—	county / *Kent*

G

—	go / gave / give-n
—	*sag* / signify
—	significancy
—	significance
—	significant
—	signification
—	glory / *glee*

gloss
glories-ous
eagles

glorification

augur
grow
degree

language

began, organ
begun
begin

organs-ize
gains
begins

organized
against

gaff
govern-ment

organization

altogether
together

T.

at, out, ought
what
took, *it, to*

satisfy
stay
suit

society

system

circumstantial-ly
extension
citizen

satins
circumstance
citizens

try
truth
true

extravagant-ce
strove

town
attain
between

D.

had
do, defendant
did, different-ce

advertise
does
dues

advertised
dust
didst

idle

deliver-y

idleness

deliverance

delinquent-cy

Doctor

during

dwell-ing

advance
develope-ment
difficult-y

CH.

charge
change
which

children

J.

large
advantage
Jew

joys
advantages-ous
religious

largely
angel

larger
danger
jury

dangers-ous
juries

join
general-ly
religion

John's
generalize
gins

generalization

gentleman
gentlemen

P.

part-y, happy, patent
plaintiff
opportunity

possible
hopes
opportunities

spy
spoke, special
speak

span
spoken
spin

spry
supper
supreme

surprise
suppress

apply
play
people

practice
perfect-ion
principle-al

practiced
oppressed

pride
prate
particular

pine
punish-ment
pin

B.

object, *by*
but, object
be

objection

sob
subject

subjection

belong-ing
able
believe-f

brow
number
brew

subordinate-d-ion
sabred

insubordinate-ion

before
beef

SH.

shall
show
should

washed, shalt
showed
shoot

ZH.

casual-ly
pleasure
usual-ly

measure

measured

astonish-ed
east

astronomy-ical-er
Esther
Easter

Z.

was
these

TH.

thank-ed, hath
worth
think

DH.

that
them
with

other, *either* [ĭdhr]
their, *there*
either [ēdhr]

than
then
within

F.

form, half
for
if

fast
first
feast

Phonography
fun
fin

fashion
formation
[:] *confusion*

frowned
friend
frequent-ly

philanthropy
flown

V.

have, halve
ever
view

salve
several, Savior
sieve

over
every

[:] *converse*
universe

NG.

along, long
among
thing

longer
hunger

amongst

sang
sung
sing-le-ular

stung
extinguish

N.

own
know, no
any

noise
knows
influence

noises
[:] *commences*
influences

honest
next
influenced

entire, another
nature
neither

M.

from, time, *my*
member, home
me

almost
most
amused

multitude-ply
million-th

mercy
Mr.

man
men
human

amount
mental-ity
movement

L.

all
well
will-ing

revelation
revolution

R.

or, are [middle or end
her of phrases]
here-ar

R.
mencing phrases]

our, are [alone or com-
were, where, recollect
here-ar

world
ruled

arrive
reference
roof

recollection

H.

how
he, him
who-m

Y.

beyond
yet, young
you-r, year

W.

why, without
when
would, *we*

while
wealth-y
weal

water
whether
whither

CIRCLES AND VOWELS.

○	as, has self is, his	⌒	awe owe, oh! O
C	selves	⌒	awes owes
•	ah aye [meaning 'ever'] the [emphatic]	v	I, eye
•	an, and a the	v	aye [meaning 'yes']

'NOW' AND 'NEW.'

§ 282. *Eh* is the only consonant-sound of so large a number of words that it becomes necessary to increase their legibility by making a somewhat arbitrary distinction in the case of the two words *now* and *new*; the first being written with the first stroke of the sign ow joined finally to the stem, and the other with the last stroke of ew joined also at the end; thus, ⌒ *now*, ⌒ *new*.

CONTRACTIONS.

PREFIXES AND SUFFIXES.

§ 283. One of the most convenient modes of abbreviation is the use of contractions for certain initial or terminal syllables that are of frequent occurrence, called PREFIXES and SUFFIXES. By this means a large number of words may sometimes be abbreviated without burdening the memory with more than a single sign.

PREFIXES.

§ 284. The prefixes are written as follows:

1. CON, COM, COG, and CUM—by a light dot written near the beginning of the remainder of the word; thus, ⌒ *content*, ⌒ *complain*, ⌒ *cognomen*, ⌒ *cumbersome*. Usually, however, the dot is not employed except at the commencement of a paragraph, sentence, or line; for when either of these prefixes is preceded by a consonant, whether in the same or the preceding word, it may be indicated by proximity—that is, by writing the remainder of the word near, and sometimes a little under, the preceding consonant-stem; thus, ⌒ *inconstant*, ⌒ *irreconciliation*, ⌒ *recommend*, ⌒ *decompose*, ⌒ *discompose*, ⌒ *unrecompensed*, ⌒ *incognito*, ⌒ *incumbent*,

encumbered, *disencumber*, *they complained*. Sometimes it is allowable to join the latter part of the word to the first, without taking off the pen; thus, instead of for *unconscious*, instead of for *accommodation*, instead of for *incomplete* or *in complete*, *inconsistent*, *inconsiderable* or *in considerable*. But the joining of the parts should only be done in the case of a word of frequent occurrence, and when the outline so formed is unlike that of any other word with which it might conflict. It may, however, be generally done with safety in words commencing with *circum;* thus, *circumference*, *circumflex*.

2. FOR, FORE—by F written near, or joined to, the remainder of the word; thus, *foreknowledge*, *forward*, *forever*. *For-e* in the middle of a word may also be written in the same way; thus, *unforeseen*. But sometimes it is better to write these syllables in full; thus, Fr-Bd *forbid*, F-R-s*L foresail*.

3. MAGNA, MAGNE, MAGNI—by the stem M written partially over the remainder of the word; thus, *magnanimous*, *magnetic*, *magnify*.

4. SELF—by the word-sign for *self* written in its proper position on the line, and joined to the remainder of the word; thus, *selfish*, *self-evident*. When the remainder of the word begins with the *ess*-circle, it may be enlarged to *sis* to indicate the prefix; thus, *self-same*. The negative particle *un* may be prefixed to *self* by the *in*-hook; thus, *unselfish*. *Con* or *com*, after this prefix, is indicated by proximity; thus, *self-command*, *self-conceit*.

5. WITH—by the stem DH joined to the remainder of the word; thus, *withdraw*.

SUFFIXES.

§ 285. The suffixes are written as follows:

1. BLE or BLY—by the stem B joined, when it can not conveniently be written by Bl; thus, *sensible-y*, *profitable-y*. If neither B nor Bl can be joined, B may be used disjoined, or the suffix omitted; thus, *Rs*-Pns :B or *Rs*-Pns, *responsible-y*.

2. BLENESS—by Bs detached; thus, *profitableness*.

3. EVER—by the *ef*-hook; thus, *whatever*, *whichever*.

4. FUL—by the *ef*-hook; thus, *careful*, *joyful*.

5. FULNESS—by Fs detached; thus, *doubtfulness*.

6. LESSNESS—by *Ls* detached; thus, *carelessness*, *thoughtlessness*.

7. ING—by a light dot at the end of the preceding part of the word, when it can not conveniently be expressed by the stem NG; thus, *petting*, *meeting*. The plural INGS may be expressed by either a heavy dot or two light ones; thus, or *meetings*.

8. MENTAL, MENTALITY—by Mnt written near the end of the preceding part of the word; thus, *instrumental-ity*, *fundamental-ity*.

9. OLOGY—by J joined to, or disjoined and written partially under, the preceding part of the word, when it can not as conveniently be written in full; thus, *physiology*, *astrology*.

10. SELF—by the word-sign for *self*, joined to the preceding part of the word; thus, *myself*, *itself*.

11. SELVES—by the word-sign for *selves*, joined to the preceding part of the word; thus, *themselves*.

12. SHIP—by the stem SH written near, or joined to, the preceding part of the word; thus, *lordship*, *partnership*.

13. SOEVER—by sV joined to the preceding part of the word; thus, *whatsoever*.

OMISSION OF SLIGHTLY ENUNCIATED CONSONANTS.

§ 286. The signs of slightly or imperfectly enunciated consonants may generally be omitted from the outlines of words without impairing their legibility; therefore, it is generally safe to omit the signs of—

1. K—between the sounds of *ing* and *tee*, *ish*, *ess*, or *zee*; thus, *sanctify*, *sanction*, *anxiety*.

2. A T sound—at the end of a syllable immediately after the *ess*-circle, when the next syllable begins with a stem-sign; thus, *postpone*.

3. P—between the sounds of *em* and *kay*, *tee*, *ish*, or *ess*; thus, *pumpkin*, *tempt*, *assumption*, *glimpse*. When it is necessary to distinguish *md* from *mpt*, it should be written with the full stem-signs; thus, *thumped*, *thumbed*.

4. An S sound—at the end of a syllable, when the next syllable commences with the sound of *ish*, or another *ess*; thus, *misshape*, *misstate*.

ARBITRARY CONTRACTIONS.

§ 287. The reporter frequently makes contractions by omitting from outlines the following signs:

1. K, and sometimes G—before the sound of *tee*, *ish*, or *ess*, when no vowel-sound intervenes, and occasionally at the end of a word; thus,

fact, *affection*, *explain*, *take*, *dogmatic*. But when a distinct vowel-sound occurs between the consonants, the *kay* should be expressed; thus, *vacation*.

2. K, or G—generally after *ing*; thus, *angle*, *banker*.

3. P, or B—occasionally before the sound of *tee*, or *ish*; thus, *baptism*, *chapter*, *Scripture*, *inscription*.

4. N—frequently before J; thus, *passenger*.

5. M—frequently before P or B; thus, *temper*, *chamber*.

OMISSION OF FINAL SYLLABLES.

§ 288. Most words ending in *-ntial-ly*, *-ntiate*, and many in *-ntion* or *-nsion*, and *-graphical-ly*, may be abbreviated by leaving off respectively the final syllables *-tial-ly*, *-tiate*, *-tion* or *-sion*, and *-ical-ly*; thus, *prudential-ly*, *substantial-ly-te*, *suspension*, *apprehension*, *geography-ical-ly*.

OMISSION OF HOOKS.

§ 289. It frequently happens that although in certain combinations a consonant may be best written with a hook, it would be inconvenient, and perhaps impossible without taking off the pen, to represent it so when additional signs are joined to the outline. In such cases the hook may be replaced by the stem-sign, or, as is more frequently done, the hook-consonant entirely omitted from the outline; thus, *attain*, *attainment*, *assign*, *assignment*, *trance*, *transpose*, *transfuse*, *lord*, *landlord*. If, after completing such an outline, the writer should deem it essential to legibility, he may, when possible, go back and make the hook.

EXCEPTIONS.

§ 290. The foregoing rules for making arbitrary contractions should never be applied in a word whose outline when abbreviated would be like that of any other word with which it might conflict; neither should they be used unless the contraction would be a positive gain, in point of brevity, over the complete outline of the word; thus, *faction* should be written in full to avoid its conflicting with *fashion*, and the outline !Trd^{s}-Kshn is better than !Tr^{s}-Dshn for *contradiction*. Proper names should also generally be written in full. If, however, a proper name occur frequently in a report, it may be abbreviated either in accordance with the foregoing rules, as Ms^{2}-K *Mexico*; or, if it be a long, inconvenient outline which can not be shortened according to rule, an arbitrary contraction may be extemporized by the reporter

after having first written the name once or twice in full; thus, if the name Van Valkenburgh should occur often, it might be written V¹-V, or Vn¹-V.

LIST OF WORD-SIGNS AND CONTRACTIONS.

§ 291. The following is a list of word-signs and contractions arranged for convenience of reference in alphabetical order. The table contains but few contractions formed in accordance with the foregoing general rules of abbreviation, it being generally left to the writer to make the proper application of the rules. A few words, however, have been inserted, in which the proper mode of abbreviation was somewhat obscure or difficult.

A.

A (.)
abrupt, B-*Rt*
according-ly, Krd¹
acknowledge, K-J¹
admeasurement, D²-ZHr-Mnt
administer, D²-M-Nstr
administered-rate, D²-M-Ns-Td
administration, D²-M-Nstrshn
administrator, D-Mn
administratrix, D-Mn-Ks
advance, Dv¹
advancement, Dv¹-Mnt
advantage, J²
advantages-ous, Js²
advertise, Dz¹
advertised, Dzd¹
advertisement, Dz¹-Mnt
agency, J-N-S
agent, J-Nt
ah! ·
almost, Mst¹
along, NG¹
already, *Lr*
altogether, Gdhr¹
ambitious, M-B²
America, Mr-K, or M-*R*-K
American, Mr-Kn, or M-*R*-Kn
among, NG
amongst, NGst
an-d, ·
angel, Jl²
anniversary, Vrs-*R*
another, Ndhr¹
antagonism, Nt¹-Gns-M
antagonist-ic, Nt¹-Gnst
any, N²
anybody, N²-Bd
anything, N²-NG
applicability, Pl²-K
applicable, Pl¹-K
arbitrary, R¹-Bt
archangel, R-Jl
archbishop, *R*²-CH-B
architect-ure-al, R¹-K-T
are, R¹ (*R*¹, commencing phrases)
aristocracy-tic, Rs¹-T-K
arrange-ment, Rn-J
arrive, *Rv*¹
arrived, *Rvd*¹
artificial, *Rt*²-F-*SH*
as, o
ascribe, S¹-Kr
ascription, S²-Krshn
assemble-d-y, S-M
assignment, S¹-Mnt
astonish-ed, St¹
astonishment, St¹-Mnt
astronomy-ical-er, Str¹
atonement, Tō-Mnt
attainment, T-Mnt
auspicious-ly, S²-P-SH
awe, ´
awful, ´
aye, ˇ or •

B.

Bank, B¹-NG
bankable, B¹-NG-Bl
bankrupt, B¹-NG-Pt
bankruptcy, B¹-NG-S
because, Ks¹
become, B-K

before, Bf
began, Gn[1]
begin, Gn[3]
beginner, Gn-R[3]
begun, Gn[2]
belief-ve, Bl[3]
belong-ing, Bl[1]
belonged, Bld[1]
beneficial, Bn[3]-F-*SH*
benevolent-ce, B-N-V
benignant, B[3]-N-G
bespeak, B[2]-sP
between, Tn[3]
beyond, Y[1]
bishopric, B[3]-SH-K
broken-hearted, Br-Kn-*R*-Td
brother, Br
brother-in-law, Br-Nl
but, B[2]

C.

Cabinet, K-B[1]
calculable, Kl-K-B[1]
Calvinism, Kl-Vs[1]-M
can, K[1]
canonical, K[1]-Nn-K
capability, K-Blt[3]
capable, K-Bl[2]
captain, K-Pn[1]
casual-ly, ZH[1]
catholic, K-TH[1]
catholicism, K-THss[1]-M
celestial, s*Lr*-s*L*
certificate, s*Rt*[3]-F
change, CH[2]
changeable, CH[2]-Bl
character, Kr[1]-K
characterize, Kr[1]-Ks
characterized, Kr[1]-Kst
characterizes, Kr[1]-Kss
characteristic, Kr[3]-Ks-K
charge, CH[1]
chargeable, CH[1]-Bl
children, CHl[3]
Christian, Kr[3]
Christianity, Kr[1]
circumstance, sTns
circumstantial, sTn[1]
claim, Kl
come, K
cometh, K[2]-TH
company, Co., K[2]
conformable, ‹F[1]-Bl
consequence, ‹sKns[1]
consequent, ‹sKnt[1]
consequential, ‹sKn[2]
contingency, ‹T[3]-N-J
contradistinguished, ‹Trdst[2]-NG
could, K[3]
counsel, K[1]
county, Knt[1]
covenant, K-V
cover, Kv

D.

Danger, Jr
dangers-ous, Jrs
dark, Dr[1]
debenture, D-B
December, D-sM
declaim, D-Kl
defendant, D
deficient-cy, D[2]-F-*SH*
deform-ed, D[1]-F
deformity, D[1]-F-T
degenerate, D-J
degeneration, D-Jshn
degree, Gr[3]
delinquent-cy, Dln[3]
deliver-y, Dl[3]
deliverance, Dlns[3]
democracy, D[1]-M
democrat, D[2]-M
democratic, D[1]-M-K
demonstrate, D[1]-Mns-Tt
demonstration, D-Mns-Tshn
denominate, D[1]-N
denomination, D[2]-N
denunciatory-ion, D-Nn
describe, sKr[1]
description, sKrshn[3]
designate-ion, D-sG
destructive, D[2]-sTrv
develope-ment, Dv
did, D[3]
didst, Dst[3]
difference-ent, D[3]
differences, Ds[3]
difficult-y, Df[3]
dignity-fy-fied, D[2]-G
disadvantage, Ds-J
disbelieve, Ds[3]-Bl
discharge, Ds[1]-CH
disclaim, Ds-Kl

discover-y, Ds-Kv
discovered, Ds-Kvd
discrepancy, D-sKr-P
discriminate-d, D³-sKr-M
discrimination, D²-sKr-M
disorganization, Ds²-Gnsshn
disorganize, Ds¹-Gns
disorganized, Ds¹-Gnst
displeasure, D-sZH
disqualify, Ds¹-Kw
disqualification, Ds-Kw-Kshn
dissatisfy-ed, Dss¹-T
dissatisfaction, Dss¹-Tshn
dissimilar, D³-ssM
distinguish-ed, Dst³-NG
distinguishable, Dst³-NG-Bl
do, D²
doctor, Dr¹
doctrine, D¹-Trn
domestic, D²-Ms-K
down-stairs, Dnstrs¹
downward, Dn¹-Wd
during, Dr³
dwelling-house, Dw-Hs
dwelling-place, Dw-Pls

E

Ecclesiastic-al, Klss-T²
emphatic, M-Ft¹
endanger, N-Jr
endeavor, N-Dv²
enlarge, N-J¹
enlarged, N-Jd²
enlargement, N-J¹-Mnt
enthusiasm, N-TH³-Zs-M
enthusiastic, N-TH¹-Zs-K
entire, Ntr¹
episcopal-cy, Ps³-K
episcopalian, Ps-K
equal, Kw³
equinoctial, Kwn¹-K
equivalent-ce, Kwv³
especial-ly, S-P
establish, St¹-B
establishment, St¹-B-Mnt
evangelical, V-N-J
ever, V²
everlasting, V²-*L*st
exchange, sCH-J
exchangeable, sCH-J-Bl
exchequer, Ks-CH²
exchequer-bill, Ks-CH-B
exclaim, sKl
exclamation, sKlshn
excommunication, Ks²-N-Kshn
executor, sKtr
executrix, sK-Ks
extempore-ary, sT-M
extemporaneous, sT-Ms
extension, sTn
extenuate, sT-N-T
extenuation, sT-Nshn
extinguish, stNG³
extraordinary, sTr¹-*R*
extravagant-ce, sTrv¹
eye, ˅ ...

F.

familiar, F³-M
familiarity, F¹-M
fantasm, Fnts¹-M
favorable-y, Fv-*R*-B
February, F-B
financial, Fn¹-N
first, Fst (or Fs in phrases)
for, F²
forever, F-V
forgive-n, F³-G
form, F¹
formality, F¹-*L*t
formal-ly, F¹-*L*
formation, Fshn²
former, F¹-Mr
formerly, F¹-Mr-*L*
formless, F¹-*L*s
forward, F¹-Wrd
frequent-ly, Frnt³
from, M¹

G

Gave, G²
general-ly, Jn
generalize, Jns
generalization, Jnsshn
gentleman, Jnt¹
gentlemen, Jnt²
give-n, G³
glory, Gl
glorification, Glshn
glorious-ies, Gls
go, G¹
government, Gv
governmental, Gv:Mnt

governor, G-V
grandchild, Grnd[1]-CHd
grandchildren, Grnd[1]-CH

H.

Habeas corpus, B-sKr
had, D[1]
half, F[1]
halve, V[1]
happy, P[1]
has, °
hath, TH[1]
have, V[1]
he, H[3]
hear, R[3], or *R*[3]
henceforth, Hns[3]-F
her, R[3]
here, R[3], or *R*[3]
hereditament, Hrd[3]-Mnt
heretofore, *Rt*[3]-F
hieroglyph-ic-al, Hr[3]-Glf
him, H[3]
his, ⌒
historical, St[1]-*R*-Kl
history, St[3]-*R*
home, M[3]
how, H[1]
human, Mn[3]
hunger-y, NGr

I.

I, ´
ignorance, Nrns[3]
ignorant, Nrnt[3]
immeasurable, M-ZHr-B
immediate-ly, M[3]-Md
imperfect-ly-ion, M-Pr[2]
important-ce, M-Prt[1]
impossible-ility, M-Ps[1]
impoverish-ed-ment, M-Pv[1]
impracticable-ility, M-Pr[1]
improbable-ility, M-Pr[1]-B
improve-ment, M-Pr[3]
inartificial-ly, Nrt-F[3]-*SH*
inauspicious-ly, Ns-P[3]-SH
incapable, N-K-Bl
inconsiderate, nsDrt[3]
inconsistent, Nss-Tnt[3]
indefatigable, Nd-Ft[1]
indefinite, N-Df
indescribable, Nds[1]-K
indifferent, N-D[3]
indignity-ant-ation, N-D[3]-G
indiscriminate, Nds[3]-K
indispensable, Nds-Pns[3]
individual, Nd-Vd[3]
indoctrine, N-D[1]-Trn
infer, N-F[3]
inferred, N-Fd[3]
inference, N-Fs[3]
inferential, N-Fn[3]
infinite, N-F[3], or Nf[3]
infiniteness, N-F[3]-Ns, or Nf[3]-Ns
infinitesimal, N-Fs[3]
infinitive, N-Fv[3]
infinitude, N-F[3]-Td
infirm, N-F[2]-M
infirmity, N-F[2]-Mt
influence, Ns[3]
influenced, Nst[3]
influences, Nss[3]
influential, N-*SHl*[2]
inform, N-F[1]
informed, N-Fd[1]
informal, N-F[1]-*L*
informality, N-F[1]-*Lt*
infringe, N-F[3]-J
infringement, N-F[3]-Jnt
infringer, N-F[3]-Jr
inhabit, N-Bt[1]
inhospitality, Ns-Pt[1]-Lt
inquiry, N[1]-Kw
inscribe, nsKr[1]
inscribable, nsKr-Bl[1]
inscription, nsKrshn[3]
insignificant, Ns[3]-G
insignificance, Ns[3]-Gns
institute, Ns-T[3]-T
insubordinate-ion, nsBrd[1]
integrity, Nt-G
intellect, Nt-Lt[3]
intellectual, Nt-Lt[2]-L
intellectuality, Nt-Lt[1]-Lt
intelligence, Nt-Jns[3]
intelligent, Nt-Jnt[3]
intelligible, Nt-J[2]-Bl
intelligibility, Nt-J[3]-Blt
intemperance, N-T-Prns
intemperate, N-T-Prt
interrogative, Ntr[1]-G
intrinsic-al-ly, Ntrs[3]-K
Iowa, I-W

Irrecoverable, *R*r-Kv
irrefragable, *R*r¹-Fr-G
irregular, *R*r-G
irrelevant, R-*L*-Vnt
irreligion, *R*r³-Jn
irreligious, *R*r³-Js
irrespective, *R*rs-Pv
irresponsible, *R*r¹-sPns
is, ⋯
o

J.

January, J¹-N
joint-stock, Jt¹-sK
jurisprudence, Jr³-sP
juxtaposition, Jst-Pzshn

K.

Kingdom, K³
knew, ⌣
knowledge, N-J¹

L.

Language, Gw¹
languish, *L*¹ NG-SH
large, J¹
largely, Jl¹
larger, Jr¹
largest, Jst¹
legislature, *L*-J
length, NG-TH²
lengthen, NG-THn³
lengthened, NG-THnd³
long, NG¹
longer, NGr¹

M

Magazine, M³-G
magnificent, M-F³
magnificence, M-Fs³
majesty, M-J¹
malformation, Ml-Fshn
malignant-cy, Ml³-G
manufactory, M-N-F¹
manufacturer, M-N-F¹-R
manuscript, M¹-Ns-K
Massachusetts, Ms-CH³
meanwhile, M-Wl³
measure, ZHr
measured, ZHrd
mechanic-al, M¹-Kn
mechanism, M²-K-sM
member, M³
memoranda, M-M-D¹
memorandum, M¹-M
memory, M²-M
mental-ity, Mnt
merchandise, Mr-CHd-Z
merchantable, Mr-CHt-Bl
mercy, Mr
Messrs., Ms-*R*s
million-th, Ml³
misdemeanor, Ms-D³
misfortune, Ms-Ft¹-N
misrepresent-ed, Ms-*R*-P
misrepresentation, Ms-*R* Pshn
mistake, Ms²-K
mistaken, Ms²-Kn
mortgage, Mr¹-G
movement, Mnt³
Mr., Mr³
Mrs., Ms-S³
multitude-ply, Ml

N.

Never, N-V, or Nv
nevertheless, N-Vdh-Ls
next, Nst
nobody, N²-Bd
nondescript, Nnds¹-Kt
north, Nr (commencing phrases)
notwithstanding, Nt-DHst¹
November, N-V
number, Br

O.

O, oh! ,
object, B¹ or B²
objection, Bshn²
obligatory, Bl²-G
observe, Bs-*R*
observation, Bs-*R*shn
oftentimes, Fn¹-Ms
ofttimes, Ft¹-Ms
Ohio, Hi¹
omnipotent-ce, M-N-P³
omnipresent-ce, M-N-Pr²
omniscient-ce, M-N-SH¹
opinion, Nn³
opportunity, P³
organ, Gn¹
organic, Gn¹-K
organism, Gns¹-M
organize, Gns¹
organization, Gnzshn¹

organized, Gnzd[1]
original-ly, *R*[3]-J
orthodox-y, *R*[1]-TH-D
ostentatious, St[1]-Nt-SH
other, DHr[1]
our, *R*[1]
over, Vr[1]
owe, ,
owes, ‹
owing, ,
own, N[1]

P.

Parliament-ary, Pr[1]-*L*
particular, Prt[3]
part-y, P[1]
partner, Prt[1]-Nr
part-owner, P[1]-Nr
patent, P[1]
patentable, P[1]-Bl
peculiar, P[3]-K
peculiarity, P[1]-K
pecuniary, P[3]-Kn
people, Pl[3] or P[3]-P
perfect-ion, Pr[2]
perfected, Pr :D
perform, Pr[1]-F
performance, Pr[1]-Fs
perpendicular, Pr[3]-Pn-D
perpendicularity, Pr[1]-Pn-D
perpetual, Pr[2]-P
philanthropic, Fln[1]-K
philanthropy, Fln[1]
phonographer, Fn-*R*
phonographic, Fn-K
Phonography, Fn
plaintiff, P[2]
platform, Plt[1]-F
pleasure, ZH[2]
plenipotentiary, Pln[2]-P
popular-ation, P[1]-P
possible, Ps[1]
poverty, Pv[1]
practical-ly, Pr[1]-Kl
practice, Pr[1]
practiced, Prst[1]
practices, Prs[1]
prejudice, Pr-J
prejudiced, Pr-Jst
preliminary, Pr[3]-*L*-M
prerogative, Pr[1]-*R*-G
prescriptive, Pr[3]-sK-Pv
preserve, Pr-s*R*
preservation, Pr-s*R*shn
principal-le, Pr[3]
privilege, Pr[2]-Vl
probable, Pr[1]-B
proclaim, Pr[2]-Kl
proclamation, Pr[2]-Klshn
productive, Pr-Dv
profit-ed, Prft[1]
prophet, Prft[1]
prophetic, Prft[2]-K
property, Pr[1]-P
proscribe, Pro[1]-sK-B
proscription, Pro[1]-sK-Pshn
protractive, Pr[1]-Trv
public-sh-ed, P-B
publication, P-Bshn
publisher, P-B-SHr
punish-ed-ment, Pn
pure, P[2]-*R*

Q.

Quality-ify, Kw[1]
qualification, Kw-Kshn
quantity, Kwnt[1]
question, Kw[2]
questionable, Kw[2]-Bl
questioner, Kw[2]-R

R.

Reclaim, *R*-Kl
reclamation, *R*-Klshn
recollect, *R*[2]
recollection, *R*shn
recover-y, *R*-Kv
refer, *R*-F
reference, *Rf*
reflect, *R*-F-K-T
reflection, *R*-F-Kshn
reform, *R*[1]-F
reformation, *R*[2]-Fshn
refract, *Rf*[1]-*Rt*
refraction, *Rf*[1]-*R*shn
regeneration, *R*-Jshn
regenerative, *R*-Jv
regular, *R*-G
religion, Jn[3]
religious, Js[3]
relinquish, *Rl*[3]-NG
reluctant, *Rlt*[3]-Nt

remark, R¹-M
remarkable, R¹-M-Bl
remember, R²-M, or M²
remembrance, R²-Ms, or Ms⁶
remonstrate, R¹-Mns-Tt
reprehensible, *R*²-Prns
represent, *R*²-P
represented, *R*-P:D
representation, *R*-Pshn
representative, *R*-P
representatives, *R*-Ps
republic-ish, *R*-P-B
republication, *R*-P-Bshn
republican, *R*-P-Bn
repugnant-ce, *R*-P-G
resemble, Rs-M
resemblance, Rs-Ms
reserve-ation, *Rs-R*
resignation, *Rs*-G
respective-ful, *Rs*-Pv
responsible-ity, *Rs*¹-Pns
restrictive, *R*³-sTrv
resurrection, *Rs-R*shn
retractive, *R*¹-Trv
retrospective, *R*trs-Pv
retire, Rt¹-R
return, Rt-*R*n
Rev., *R*-V
revelation, *L*shn²
revolution, *L*shn³

S.

Sanguine, sNGn¹
sanguinary, sNGn-*R*
satisfaction, sTshn¹
satisfy-ied-actory, sT¹
Savior, sV
self, o
selves, o
sentimentalism, sNt-Mnts-M
sentimentalist, sNt-Mtst
September, sPt-M
several, sV
shall, SH¹
shalt, SHt¹
should, SH³
significance, sGns⁹
significancy, sGn²
significant, sGnt³
signification, sGshn²
signify, sG³
similar, sM³
singular-le, sNG⁸
society, ssT¹
something, sM-NG
somewhat, sMt
speak, sP³
speakable, sP³-Bl
special, sP²
spendthrift, sPd-THrft
spoke, sP
spoken, sPn
strength, sTr³-TH
strengthen, sTr²-THn
strong, sTr¹
subject, sB
subjected, sB:D
subjection, sBshn
subjective, sBv
subordinate-d-ion, sBrd²
subscribe, sB¹-sK
subscription, sB³-sKshn
suggest, sJ
suggestion, sJn
suggestive, sJv
supererogation-tory, sPr-*R*-G
superficial-ly-ity, sPr³-F *SH*
superscribe, sPr¹-sK
superscription, sPr³-sKshn
supreme, sPr³
surprise, sPrs¹
surreptitious-ly, sR³-Pt
Swedenborg, sWd-B
Swedenborgian, sWd¹-Bn
Swedenborgianism, sWd¹-B-sM
sympathy, sM-TH³
system, ssT⁹

T.

Tabernacle, T¹-Br
taciturnity, T-sTrnt
temperance, T-Prns
temperate, T-Prt
testament, T-sMnt
testamentary, T-sMnt-*R*
thank-ed, TH¹.
thankful, THf¹
thankfulness, TH¹: Fs
thankless, TH¹-*Ls*
thanklessness, TH¹: *Ls*
thanksgiving, THs³-G
that, DH¹
the, ·:· or ·:·

them, DH²
thenceforth, DHns-F
thenceforward, DHns-F-Wrd
theology, TH¹-J
theological, TH¹-J-Kl
these, Z²
thing, NG³
think, TH²
time, M¹
together, Gdhr²
took, T³
tranquillity, Trn³
tranquil-ly, Tr¹-NG
transcendent-al, Trs-Nd-Nt
transcendentalism, Trs-Nd-Nt-M
transcribe, Trs¹-K-B
transcript, Trs¹-K-Pt
transcription, Trs²-Kshn
transfer, Trs-Fr
transference, Trs-Fs
transform, Trs¹-F
transformation, Trs²-Fshn
transgress, Trs-Gs
transparent-cy, Trs-P
transubstantiation, Trs-B
truth, Tr²

U.

Unable, N-Bl³
unclaimed, N-Kl
under, N³
undignified, N-D³-G
undiscoverable, Nds-Kv
unfrequent, N-Frnt³
uniform, Yn³-F
uniformity, Yn¹-F-T
unimaginable, N-Jn¹-B
unimaginative, N-Jv¹
unimportant-ce, N-M-Prt¹
universal, Vr-sL
universalism, Vr-sL-M
universal-ist, Vr-sLst
universality, Vr¹-sLt
universe, Vrs³
university, Vrs-T
unmeasured, N-ZHrd
unpopular, N-P¹-P
unquestionable, N³-Kw-B
unquestioned, N²-Kw
unsatisfactory, N-sT¹
unusual-ly, N-ZH³
unwilling, Nl³-NG
unwillingness, Nl³-Ns
upstairs, Pstrs
usual-ly, ZH³

W.

Was, Z¹.
wealth-y, Wl²
well, *L*³
were, *R*³
what, T²
when, W²
whencesoever, Wss-V
whenever, Wv
whensoever, W-sV
where, *R*²
whereby, *R*²-B
whereas, *Rs*
whether, Wdhr
which, CH³
while, Wl¹
whilst, Wlst¹
whither, Wdhr³
who-m, H³
why, W¹
will-ing, *L*³
wish, SH³
wished, SHt³
with, DH³
within, DHn³
without, W¹
wonder, Wndr
world, *R*ld
worldly, *R*ld-*L*
worth, TH
would W³

Y

Year, Y²
yes, Ys
yet, Y
young, Y
younger, Yr
youngest, Yst
you-r, Y³
yours, Ys³
yourself, Ys³
yourselves, Yss³
youth, TH³
youthful, THf³
youthfulness, TH³: Fs

REMARKS ON THE WORD-SIGNS AND CONTRACTIONS.

§ 292. The foregoing list of contractions is designed mainly for the use of the reporter; therefore the non-professional writer may adopt only so many and such of these signs as suit his taste or convenience. It is recommended, however, that all who can spare the time should familiarize themselves with the entire list, because it is always easier to write long forms after committing to memory shorter ones, than to adopt abbreviated forms, having first formed the habit of using full outlines.

SAME SIGN FOR PRESENT AND PAST TENSES.

§ 293. When a word-sign or contraction represents a verb in the present tense, the past tense, if formed regularly by the addition of *d* or *ed*, may be expressed by the same sign; thus, ⟋ *recollect-ed*, ⟋ *represent-ed*. In such cases the context may generally be relied upon to determine the time of the action; if necessary, however, the additional sound of the past tense may be expressed either by halving, or by a disjoined *tee* or *dee;* thus, ⌒ *questioned*, ⌒ *subjected*. This rule may also be extended to a few words that are written with uncontracted outlines, but whose past-tense signs present unusual difficulties; thus, Pr-sWd *persuade-d*, Dt *date-d*.

THE PLURAL OF NOUNS.

§ 294. When a noun is written with a word-sign or contraction, the plural is formed, as in the ordinary way, by merely adding the *ess*-circle to the contracted outline; thus, ⟋ *representative*, ⟋ *representatives*, | *defendant*, | *defendants*.

THE POSSESSIVE CASE OF NOUNS.

§ 295. The possessive case of nouns, whether written with full or contracted outlines, is formed by adding the *ess*-circle; or, if the nominative ends with the *ess*-circle, by enlarging it to *sis;* thus, ⌒ *son's*, ⌒ *Case's*.

THIRD PERSON SINGULAR OF VERBS.

§ 296. The third person singular of regular verbs in the indicative mood, present tense, that are written with word-signs or contractions, is also formed by adding the *ess*-circle; thus, — *come*, — *comes*.

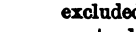
SAME SIGN FOR ADJECTIVE AND ADVERB.

§ 297. The same sign may be used for the adjective and adverb when the latter is derived from the former by affixing *ly;* thus, / *general-ly* When the *ly* is written, it should be disjoined; thus, Pr:*L perfectly*.

PHRASEOGRAPHY.

§ 298. The learner has now had presented to him all the stenographic material used in Phonography. He has also been made acquainted with the fact, that in practice the signs of the vowels are seldom expressed; so that, in great measure, they may hereafter be excluded from consideration, and his attention directed to the consonants alone. Thus far, however, the consonant-signs have been used to represent the consonant-sounds, both singly and in groups, as they are found in separate words only; and it yet remains, therefore, to extend their use to the representation of groups of consonants as they occur in phrases, or collections of words. This mode of writing, by which the consonants of several words are joined or grouped in one character, is called PHRASEOGRAPHY.

TWO KINDS OF PHRASES.

§ 299. There are two ways of forming phrase-signs; the simplest is to merely join the phonographic outlines of two or more words together without altering the form that each would have if written by itself, and is exactly like joining words in writing ordinary longhand; thus,  *in any case.* The other mode of phrase-writing, and the only one which requires extended explanation, is to group together, by means of the stem-signs and their various modifications, the consonants of several words, without regard to the form of each individually—a portion, and sometimes all of the words, as it were, losing their identity of outline; thus, *by all their.*

§ 300. The following is a statement of the power of the different consonant modifications, or attachments, when used in phrase-writing, and in the precise order of their introduction on the preceding pages of this work.

CIRCLES AND LOOPS.

'AS,' 'HAS,' 'IS,' 'HIS,' OR 'US' ADDED BY THE ESS-CIRCLE.

§ 301. *As, has, is,* or *his* may be added both initially and finally, and *us* finally, by the *ess*-circle; thus, *as so,* *is in,* *who has* or *is,* *it is* or *has,* *so h-as,* *for us.*

§ 302. An *ess*-circle word-sign is prefixed to a word commencing with the circle, or suffixed to one ending with it, by enlarging the circle into *sis;* thus, *has said,* *is seen,* *face us,* *gives us,* *as his,* *is as,* OR *his is.*

'TO,' 'IT,' OR 'THE' ADDED BY CHANGING THE CIRCLE TO A SMALL LOOP.

§ 303. *To*, *it*, or *the* may be added to any of the *ess*-circle word-signs, either at the commencement or end of a phrase, or when standing alone, and also at the end of most words ending with the circle, by changing it to the small loop; thus, *as to what*, *as to her*, *as the man*, *as it were*, *what is the*, *h-as the* or *to*, *is the* or *to*, *as it is*, *is it as*, *raise the*.

'THERE,' OR 'THEIR' ADDED BY CHANGING THE CIRCLE TO A LARGE LOOP.

§ 304. *There*, or *their* may be added both initially and finally, in the cases stated in the last section, by changing the circle to a large loop; thus, *has there been*, *is there any*, *what is there*, *because there*, *because there is*, *unless there*, *as there*, *is there*. It is allowable for the reporter to sometimes represent *there* or *their* in this manner, even after words that end with the *st*-loop; thus, *almost there*, *lest there*.

§ 305. When it is impossible or inconvenient to join a loop to an other outline in the ordinary way, it may be written with the detached form, and then joined; thus, *has there not been*, *is there soon*, *as there is*.

THE HOOKS.

'ALL,' OR 'WILL' ADDED BY THE *EL*-HOOK.

§ 306. *All*, or *will* may be added by the *el*-hook; thus, *can all* *by all*, *but will*, *what will*, *it will*, *do all*, *they will*, *for all*, *if all*, *among all*.

'ARE,' 'OUR,' OR 'OR' ADDED BY THE *ER*-HOOK.

§ 307. *Are*, *our*, or *or* may be added by the *er*-hook; thus, *what are*, *by our*, *which are*, *on or* or *our*, *know our*, *they are*, *for our*, *among our*.

'WE,' 'WERE,' 'WOULD,' OR 'WHAT' ADDED BY THE WAY-HOOK.

§ 308. *We*, *were*, *would*, or *what* may be added to straight stems by the *way*-hook; thus, *can we*, *were we*, or *where were*, *what would* or *we*, *at what*, or *ought we*.

'YOU,' 'YOUR,' OR 'YEAR' ADDED BY THE YAY-HOOK.

§ 309. *You*, *your*, or *year* may be added to straight stems by the

yay-hook; thus, ⌐ *can you-r*, ⌐ *by your*, ⌐ *but you-r*, ⌐ *what you-r or year.*

'IN' ADDED BY THE IN-HOOK.

§ 810. The preposition *in* may be written with the *in*-hook; thus, ⌐ *in some.* The outline of the word to which *in* is thus prefixed should always be written in its proper position, instead of following that of *in.*

'HAVE,' 'OF,' OR 'IF' ADDED BY THE EF-HOOK.

§ 811. *Have, of,* or *if* may be added by the *ef*-hook; thus, ⌐ *can have,* ⌐ *out of,* ⌐ *part of,* ⌐ *what if,* ⌐ *they have,* ⌐ *may have.* The *ef*-hook on curves should be made a little wider, as well as longer, than on straight stems.

'AND,' 'AN,' 'OWN,' 'ONE,' 'BEEN,' OR 'THAN' ADDED BY THE EN-HOOK.

§ 812. *And, an, own, one,* or *been,* to a preceding auxiliary or pronoun, and *than* to *other* and comparatives, may be added by the *en*-hook; thus, ⌐ *you and,* ⌐ *if an,* ⌐ *her own,* ⌐ *for one,* ⌐ *have been,* ⌐ *other than,* ⌐ *more than.* It is allowable to turn a small hook for *n* on the inside of the *ter*-hook, or of the *vee*-hook on curves; thus, ⌐ *rather than,* ⌐ *they have been.* And, as the *ishun*-hook after the *ster*-loop is seldom used, it may, at the writer's option, be employed also as an *en*-hook; thus, ⌐ *faster than.* The *en*-hook after the *ter*-hook and *ster*-loop may be used in writing the words *bittern, western, southeastern,* etc

'THERE,' 'THEIR,' OR 'OTHER' ADDED BY THE TER-HOOK, AND BY LENGTHENING.

§ 813. *There, their,* or *other* may be added to straight stems by the *ter*-hook, and to curves by lengthening; thus, ⌐ *can there,* ⌐ *of their,* ⌐ *shall there,* ⌐ *should there,* ⌐ *though there,* ⌐ *if their,* ⌐ *will there,* ⌐ *from their,* ⌐ *on their,* ⌐ *no other,* ⌐ *in there,* ⌐ *among their.*

'THE,' 'IT,' OR 'TO' ADDED BY HALVING.

§ 814. *The, it,* or *to* may be added by halving the last stem of the preceding word; thus, ⌐ *at the* or *it,* ⌐ *from the* or *it,* ⌐ *among the,* ⌐ *able to,* ⌐ *said to.* The use of the halving and looping principles for *dh,* as well as for *t* and *d,* is in analogy with the practice of adding *dhr* and *tr, dr,* by the *ter*-hook, or by lengthening, although there are practical reasons for not making it of such general application.

'NOT' ADDED BY THE EN-HOOK AND HALVING PRINCIPLE.

§ 315. *Not* may be added by the *en*-hook and halving principle combined; thus, *can not*, *had not*, *do not*, *did not*, *it will not.*

COMBINATION OF FOREGOING PRINCIPLES.

§ 316. The foregoing principles of phrase-writing may be used in combination with each other, as well as separately; thus, *can all of*, *can all of the*, *can all their*, *can all their own*, *out of the*, *which will have the*, *do you mean to say*, *can you think of any.*

POSITION OF PHRASE-SIGNS, ETC.

§ 317. As a general rule, the first word of a phrase-sign should be written in the position it would occupy if written by itself, and the other words then joined, one after another, without regard to position; thus, *have had*, *as my own*, *has not*, *is not.*

EXCEPTIONS.

§ 318. When the first word of the phrase belongs to the first position, and is represented by a circle, loop, horizontal stem, or a half-length perpendicular or inclined stem, if necessary to secure greater legibility, the *second* word may be written in the position it would occupy if standing alone, providing it does not thereby bring the first word through, or below the line; thus, *has had*, *has done*, *as for*, *as if*, *as to that*, *as to them*, *as it would*, *on those*, *on this*, *about those*, *about this.*

POSITION OF THE SIGNS FOR 'MR.,' 'MRS.,' AND 'MISS.'

§ 319. The words *Mr.*, *Mrs.*, and *Miss* properly belong to the third position, and should always be so written when standing alone; but when joined to a succeeding proper name, they may follow its position; thus, Mr-Jns[2] *Mr. Jones*, Ms-S-*Rt*[1] *Mrs. Wright*, Ms-Br[2]-D *Miss Brady.*

WORDS WRITTEN BY AN INITIAL AND FINAL MODIFICATION OF THE PRECEDING STEM.

§ 320. In phrases, sometimes a word is best written by an initial hook, and a final modification, on the stem of the preceding word; thus, *what was*, *at one.*

CERTAIN WORDS DISTINGUISHED.

§ 321. It will be observed that sometimes two or three words are written with the same sign, being distinguished, one from the other, only by difference of position. Now, it is obvious that, in phrase-writing, this mode of distinction can be preserved with such words only when they commence phrases; therefore, when the context can not be relied upon to show which word was intended in case the sign is thrown out of its proper position, the writer must make a distinction either by changing the form of one of the conflicting words, or by vocalizing one of them. For instance, K and Knt may always be used for *can* and *can not*, even when, in phrases, they are removed from the first position; but those outlines should be used for *could* and *could not* only when they stand alone, or begin a phrase—in other cases they should be expressed in full; thus, write T^{d} : Knt^{d}, or T^{d}-Kd-Nt for *it could not*. *Did* and *should* are distinguished from *do* and *shall* respectively, in a similar manner. *Ree* should never be used for *are* except alone, or commencing a phrase; in other positions *er* is used. *See*, when thrown out of position, is vocalized to distinguish it from *say*. If *to* is omitted before *say*, it should be vocalized, or else it might be mistaken for *so*. The word *ill* should always be written in position and vocalized to distinguish it from *well*. *Own* and *no* should be either written in position or vocalized, when necessary to distinguish them from *know* and *any* respectively. In phrases (except at the commencement), *change* and *part* should be written in full that they may not be confounded with *charge* and *opportunity*. *Here-ar*, when standing alone, should be written with *er*; but, in phrases, or compound words, either *er* or *ree* may be used, according to convenience. *Him* is written on the line, and *go* in the first position, to avoid their being mistaken, in fast writing, for *me* and *come* respectively: in phrases, great care should be taken to make the distinction clear between the *hay* and *em*, and the *gay* and *kay*. *He* is also written in the second position to distinguish it from *who*. When standing alone, or commencing a phrase, *else* is vocalized to distinguish it from *less*; in other positions it may be distinguished by being written downward, *less* being struck upward. Also vocalize *least* in phrases, to distinguish it from *last*. *Indeed* should always be disjoined to avoid its being mistaken for *no doubt*.

'EVER' AND 'HAVE' DISTINGUISHED.

§ 322. *Ever* as a word-sign, whether standing alone or used in phrases, should always be written with the stem V, to distinguish it from *have*, which, in phrases (except at the commencement), is written

with the *vee*-hook; thus, *do you ever*, *do you have.* But *ever* as a suffix may be written with the *vee*-hook. See § 285.

TICKS FOR 'I,' 'A, 'AN,' AND 'AND.'

§ 323. The words *I*, *a*, *an*, or *and* may be joined to the following or preceding word by a light tick, the position of which is governed by that of the word to which it is so attached—as follows:

1. *I*, at the commencement of phrases—by a light tick inclined in the direction of *chay*, and written either upward or downward, as is most convenient; thus, *I hope*, *I believe*, *I suppose*, *I know*, *I am*, *I can not.* This sign may be considered as an abbreviation of the sign of the diphthong I. See § 274.

2. *A*, *an*, or *and*, at the commencement of phrases—by a light tick written in the direction of *pee*; thus, *and then*, *and what*, *and my*, *and we*, *and as for.*

3. In the middle, or at the end of phrases, a tick inclined in either direction may be used for either of these words, except when *an* and *and* are better written with the *en*-hook; thus, *if I may.* *in a moment*, *worse and worse*, *in a.*

HOOKS ON THE TICKS.

§ 324. The small hooks, both initial and final, may be attached to the tick word-signs, with their ordinary word-signification, except that the *en*-hook, so used, stands for *not*; thus, *I will*, *I have*, *I will have*, *I will have no*, *I will not*, *and will* or *all*, *and have*, *and will have*, *and will not*, *and are*, *and are not*, *and are of.*

'I,' 'A,' ETC., WHEN STANDING ALONE OR FOLLOWED BY COM, CON, ETC.

§ 325. *I* should always be written with its tick-sign; but *a*, *an*, and *and*, standing alone, may be written with their dot-signs; except that the tick-signs are preferred before words that, for any purpose, are written in proximity to them; thus, *I contend*, *and concluded.*

TICK FOR 'THE.'

§ 326. *The* is generally indicated by halving or by looping; but when it can not be so written, it may be expressed by a light horizontal or perpendicular tick; thus, *the most*, *enter the.*

JOINING OF TICKS WITH CIRCLES, ETC.

§ 327. The tick-signs may be joined to the circle word-signs, and to

each other, as well as to the stem-signs; thus, *as a-n*, *is a-n*. or *as I*, *and a-n*, *and the.*

STENOTYPES OF THE TICKS.

§ 328. The stenotypes of the tick-signs are as follows: á or à for *a*, *an*, or *and*; í or ì for *I*—the direction of the accent showing the inclination of the tick; and ð for *the;* thus, à-sPs[2] *and suppose*, Ts[3]-á *it is a*, í-M[1] *I am*, í-Bl[3] *I believe*, í-sP[6] *I speak*, ð-Mst[2] *the most*, ð-sT[3] *the suit*, Wdhr[2]-ð *whether the*, CH[3]-ì-M *which I may*, àl *and all*, àv *and have*, ív *I have*. íl *I will*, à-á *and a-n*, à-ð *and the.*

'-ING THE' AND '-ING A.'

§ 329. In all cases where the final syllable *-ing* would be expressed by the dot, *the* may be added by changing the dot to a perpendicular or horizontal tick, and *a*, by changing it to an inclined tick written in the direction of P or CH; thus, *letting the*, *putting the*, *shutting a*, *spreading a.* The use of these ticks may also be extended to some words where final *ing* alone is written with the stem NG, when it makes a difficult or indistinct angle at its junction with the preceding part of the outline; thus, *paying*, *paying the*, *paying a*

RULES FOR PHRASE-WRITING.

§ 330. Although no rules of universal application for the construction of phrases can be given, the learner will find the following directions of great use in teaching him general principles, so that he can form proper phrase-signs himself as they are needed.

GENERAL RULE.

§ 331. Words that are naturally collected into a phrase or clause in speaking, may generally be joined in a phrase-sign in writing; thus, 'as-well-as,' 'in-the-first-place,' 'on-the-part-of-the.'

SPECIAL RULES.

§ 332. A noun or pronoun in the objective case may be joined to the preceding verb or preposition by which it is governed; thus, 'take-this,' 'save-them,' 'by-them,' 'for-him,' 'to-him.' If any qualifying word or words intervene, they may also be included in the phrase; thus, 'at-the-time,' 'on-the-part,' 'for-my-sake,' 'to-my-own-knowledge.'

§ 333. A verb may be joined to its nominative; thus, 'I-see,' 'he-lives,' 'the-sun-shines.' If the verb have any auxiliaries, they, together with any intervening adverb or adverbs, may be joined to it,

and the whole joined to the nominative; thus, 'I-may-be,' 'I-may not-be,' 'it-can-not-be,' 'James-will-not-go,' 'I-may-again-return.'

§ 334. A qualifying word may be joined to the word it qualifies; thus, 'good-man,' 'a-great-many,' 'very-certain,' 'quite-likely,' 'the-man,' 'a-man,' 'much-esteemed,' 'as-good-as,' 'absolutely necessary.'

§ 335. Two nouns, or a pronoun and a noun, coming together, the first in the possessive case, and the other denoting the thing possessed, may be joined, and the whole joined to a preceding governing or qualifying word; thus, 'James'-book,' 'on-the-father's-side,' 'on-his-part,' 'on-their-side,' 'to-my-knowledge.'

§ 336. A verb in the infinitive mood, with or without *to*, may be joined to its governing verb, noun, or adjective; thus, 'ought-to-go,' 'I-desire-to-leave,' 'I-dare-say' (ĭ-D-*R*-S), 'I-need-do.'

§ 337. A copulative conjunction may be joined to the word that follows it, and also to the preceding word, if there be one in the same clause; thus, 'and-then,' 'you-and-I' (Yn^{s}-ĭ), 'worse-and-worse.'

§ 338. When the idiom of the language requires that one word follow another, if in the same clause, they may be joined; thus, 'other-than,' 'more-than,' 'such-as.'

CAUTION.

§ 339. Words should seldom be joined in phrases that are separated, in speaking, by a distinct pause, either rhetorical or grammatical. And, even when the phrase would be otherwise allowable, the writer should avoid joining words whose outlines make difficult junctions, and also the use of phrase-signs of inconvenient length, or signs that extend to too great a distance above or below the line of writing.

OMISSION OF CONSONANTS IN PHRASE-WRITING.

§ 340. Slightly sounded consonants may generally be omitted in phrase-writing, the same as in writing single words (§ 286); thus, it is safe to write *than* and *and* with the *en*-hook, because, in ordinary speech, the other consonants of those words, *dh* and *d*, are often partially, and sometimes wholly suppressed; the speaker saying 'more'n' for 'more than,' 'better'n' for 'better than,' 'you'n I' for 'you and I.' A loop at the end of a word may be changed to an *ess*-circle, when necessary to secure an easy junction with the succeeding word; thus, ⌒ *must have.*

OMISSION OF WORDS.

§ 341. The reporter may, without sacrifice of legibility, omit from phrase-signs the outlines of any words of common occurrence, which.

in reading or transcribing, may readily be supplied by reference to the construction or context.

'HAVE' OMITTED.

§ 342. When *have* occurs before *done* in a phrase-sign, and it can not easily be written with the *ef*-hook, it may be omitted; thus, *must have done.*

'OF' OMITTED.

§ 343. When *of* occurs between two words belonging to the same clause, and it can not conveniently be written with the *ef*-hook, it may be omitted, and then intimated by writing the adjacent words in proximity; thus, *loss of money;* and sometimes by joining them; thus, *words of my text.*

'TO' OMITTED.

§ 344. At the commencement of a phrase, *to* may generally be omitted, and then intimated by writing the next word, or the remainder of the phrase-sign, entirely below the line; thus, *to receive, to do, to be seen.* When, however, the word that follows *to* is composed entirely of horizontal or half-length perpendicular or inclined stems, the stem T³ should be used; thus, *to me.* This position below the line may be denominated THE FOURTH CONSONANT POSITION, and numbered as such; thus, CH⁴.

§ 345. *To* may also be occasionally omitted from the middle of a phrase-sign, when, by so doing, the writer is able to secure an easier or briefer outline; thus, *said to have, which are to have, according to the.*

'FROM—TO' OMITTED.

§ 346. From such phrases as 'from hour to hour,' 'from week to week,' etc., *from—to* may be omitted and intimated by writing the signs of the repeated word near each other, or, when more convenient, by joining them; thus, *from day to day, from time to time,* R¹-R *from hour to hour.*

'AND' OMITTED.

§ 347. *And* may often be omitted from the middle of a phrase, and the adjacent words joined, especially when they are the same word repeated; thus, Gn-Gn *again and again.*

REPEATED OR SIMILAR WORDS IN PHRASES.

§ 348. When a word of two or more syllables is repeated, or is followed by a different word having the same or a similar outline, and

with or without a common word intervening that the context will readily supply if it be omitted,—write the first syllable or stem (whether simple or compound) of the first word,—omit the intervening word if there be one,—and join to, or write near, such first stem, the last word in full; thus, Dr[1]-Dr-Kr *darker and darker*, Brt[1]-Brtr *brighter and brighter*, B-Btr *better and better*, Wd[1]-Wdr *wider and wider*, M-M-N-TH *month after month*, V[3]-V-S *viva voce*, N[2]-V-*L*ns *nolens volens*, T[3] :T[1]-Tl *tittle-tattle*.

PHRASE CONTRACTIONS.

§ 349. The reporter often finds it convenient to use abbreviated outlines for phrases as well as for words. The following list is mainly composed of those phrase-contractions that are not formed in accordance with the foregoing rules. Some of these phrases would properly come under the head of "special phrase contractions" in the next section, but for convenience of reference they are also inserted here.

A.

According to, Krd[1]
absolutely necessary, B[2]-s*L*t-Nss-*R*
act of Congress, Kt[1]-Grs
act of Parliament, Kt[1]-Pr-*L*
acts of Congress, Kts[1]-Grs
acts of Parliament, Kts[1]-Pr-*L*
anything else, N[3]-NG-*Ls*
anything less, N[3]-NG-*Ls*
as far as you, sFrs[1]-Y
as far as there is, sFrsdhrs[1]
as good as, sGds[1]
as great as, sGrts[1]
at all events, Tlv[1]-Nts
at any rate, T[1]-Nrt
at first, Tst[1]
at last, T[1]-*L*st
at least, T[3]*L*st
at length, Tln[1]

B.

Baptist Church, Bts[1]-CH-CH
British America, Brt[2]-M-*R*-K
by the bye, Bt[1] · B
by way of illustration, B[1]-W-*L*strshn

C.

Call for, Kl[1]-F
call forth, Klf[1]
Catholic Bishop, K-TH[1]-B
Constitution of the U. S., st'Tshn[2]-Ys
county court, Knt[1]-K
Court of Appeals, Krt[2]-Pls
Court of Bankruptcy, Krt[2]-B-NG
Court of Chancery, Krt[2]-CHs-*R*
Court of Common Pleas, Krt[2]-N-Pls
criminal jurisprudence, Kr[3]-Jrs-P

D.

Divine Being, Dv[1]-B
defendant's counsel, Ds[2]-K
during the latter part of the, Drt[2]-*L*tr-Pvt
during the time, Drt[2]-M

E.

Eight or nine, T[2]-*R*-Nn
Eight or ten, T[2]-*R*-Tn
et cetera, T-sTr
everlasting life, V-*Ls*-*Lf*

F.

Five or seven, Fv[1]-*R*-sVn
five or six, Fv[1]-*R*-sKs
for ever and ever, F[2]-V-V
for instance, F[2]-sTns
four or five, F[2]-*R*-Fv

G.

Gentlemen of the Jury, Jnt[2]-J
Grand Jury, Grd[1]-Jr
Great Britain, Grt[2]-Brt
Great Britain and Ireland, Grt[2]-Brt-*R*lnd

H.

He has some, Hs^{s}-M
Holy Ghost, H^{s}-G
Hon. gentleman, Nr-Jnt^{l}
Hon. gentlemen, Nr-Jnt^{s}
Hon. member, Nr^{l}-M
Hon. senator, Nr^{l}-sNtr
House of Representatives, Hs^{l}-*R*-Ps

I.

In consequence, N^{s}-sKns
in effect, N^{s}-F-K
in fact, N^{s}-Ft
in reference, N^{s}-*Rf*
in regard, N^{s}-*R*-Grd
in response, N^{s}-*R*-sPns
in the first place, Nt^{s}-Fs-Ps
in the last place, Nt^{s}-Ls-Pls
in the first instance, Nt^{s}-Fs-Tns
in the last instance, Nt^{s}-Ls-Tns

J.

Jesus Christ, Js^{s}-K
Justice of the Peace, Js^{s}-Ps
Justices of the Peace, Jss^{s}-Ps
justification by faith, Js^{s}-F-TH

L.

Ladies and gentlemen, *L*^{s}-Ds-Jnt
last will and testament, *Ls*^{l}-*L*-T-sMnt
learned counsel, *Lrnd*-K
learned friend, *Lrnd*-Fnd
learned gentleman, *Lrd*-Jnt
legislative session, *L*-J*ssh*n
Lord and Savior Jesus Christ, *Ls*^{l}-V-Js-K

M.

Marine Court, M-*R*^{s}-Krt
Member of Congress, M^{s}-Grs
Member of the Bar, M^{s}-Br
Members of Congress, Ms-Grs
Members of the Bar, Ms-Br
Methodist Church, M-THds-CH-CH
Methodist Epis. Church, M-THds-Ps-CH-CH

N.

New York, N-Y^{l}
New York City, N-Y^{l}-sT
New York State, N-Y^{l}-sTt, or sTat
nine or ten, Nn^{l}-*R*-Tn
no sir, Ns^{s}
North America, Nr-M-*R*^{s}-K
North Carolina, Nr-Kr-*L*^{l}-N

O.

Objected to, B^{s}-T
objection sustained, B-ssTnd
Old and New Testament, *L*^{s}-N-T sMnt
Old Testament, *L*-T-sMnt
on her part, N^{l}-R-P
on our part, Nr^{l}-P
one or two, W^{s}-Nr-T
over and over again, Vr^{l}-V-Gn

P.

Party of the first part, P^{l}-Fs-P
party of the second part, P^{l} sKnd-P
per annum, P^{s}-*R*-N-M
personal estate, Prs^{s}-Nls-Tt
plaintiff's counsel, Ps^{s} K
Presbyterian Church, Prs^{s}-CH-CH

R.

Real estate, *Rl*^{s}-sTt
right or wrong, *Rtr*^{l}-*R*-NG
Roman Catholic, *R*^{s}-K-TH
railroad station, *Rl*-*R*-Dstshn
religious worship, J^{s}-sW-*SH*

S.

Savior of the world, sV^{s}-*Rld*
Secr'y of the Treasury, sKrt^{l}-Tr
Secr'y of State, sKrt^{s}-sTt
Secr'y of War, sKrt^{s}-Wr
Senate and House of Representatives, sNt^{s}-Hs-*R*-Ps
Senate of the United States sNt^{s}-Ys
six or eight, sKs^{s}-*R*-T
six or seven, sKs^{s}-*R*-sVn
Southern States, sDH^{s}-sTts
South America, sM-*R*^{s}-K
South Carolina, sKr-*L*^{l}-N
Supreme Court, sPr^{s}-Krt
Superior Court, sP^{s}-Krt

T.

Temperance Society, T²-Prss-T
the other, DHdhr³
three or four, THr³-*R*-F-R
two or three, Tr³-THr

U.

United States, Ys²
U. S. of America, Ys²-M-*R*-K
U. S. Senate, Yss²-Nt
U. S. Senator, Yss²-Ntr

V.

Very seldom, Vr³-sLd-M
Vice-President, Vs¹-Ps-Dnt
vice versa, Vs¹-V-S
viva voce, V³-V-S

W.

Ways and Means, Ws²-Mns
with reference, DH³-*Rf*
with respect, DH³-*R*-sPt
with regard, DH³-*R*-Grd

Y.

Yes, sir, Yss²
young man, Y²-Mn
young women, Y²-W-Mn
Your Honor, Y³-Nr

SPECIAL PHRASE AND WORD CONTRACTIONS.

§ 350. When a phrase or word, whose outline is of inconvenient length, occurs frequently in a particular case or subject matter, the reporter, after writing it once or twice in full, may oftentimes save himself considerable labor by extemporizing an abbreviation for it. Such contractions are generally best formed by omitting from the outline all but the leading and most suggestive signs; attention also being given, in the selection, to ease and convenience of junction. Thus, for instance, in reporting legal proceedings, such outlines as the following may be used: D-Bs 'defendant objects,' B-ssTnd 'objection sustained,' D-sPts 'defendant excepts,' P-sPts 'plaintiff excepts,' *Ls-L*-T-sMnt 'last will and testament,' *L*rnd-K 'learned counsel;' in legislative or congressional reporting, Nr¹-Jnt 'Honorable gentleman,' Nr¹-M 'Honorable member,' Nr¹-sNtr 'Honorable senator,' Nr-Jnt-N-Y 'Honorable gentleman from New York;' in sermon reporting, *L*¹-Js-K 'Lord Jesus Christ,' Tr-N-F 'eternal life,' H-G 'Holy Ghost,' N-T²-sMnt 'New Testament,' etc.; in reporting a lecture on Chemistry, Ntr¹-sD 'nitrous acid,' Kr¹-Bs-D 'carbonic acid,' Ks-D¹-Hdr 'oxide of hydrogen;' in a lecture on Anatomy, sP¹-Kl 'spinal column,' G¹-NG-P-TH 'ganglion ophthalmicum,' etc. Names of corporations and companies may also be abbreviated in the same way; thus, *L*-Trs-K 'Life & Trust Co.,' sN-M-Ns-K 'Sun Mutual Insurance Co.,' CH-Br-*Rs* 'Chamber of Commerce,' N-sNtr-*Rl* 'N. Y. Central Railroad.' These special contractions, though they may be perfectly legible in the particular subject for which they are made, should not, of course, be employed in general reporting.

PUNCTUATION AND OTHER MARKS.

§ 351. The following are the punctuation and other marks used in Phonography:

COMMA.....	,	APPLAUSE.....	
SEMICOLON.....	;	LAUGHTER.....	
COLON.....	:	DASH.....	
PERIOD.....	× or	CARET.....	∧
EXCLAMATION.....		INDEX.....	
INTERROGATION.....		PARAGRAPH.....	
DOUBT.....	(?)	SECTION.....	§
HYPHEN.....	=	ASTERISK.....	※
PARENTHESIS.....	( )	DAGGER.....	†
BRACKETS.....	[ ]	DOUBLE DAGGER....	‡

GENERAL REMARKS ON PUNCTUATION.

THE PERIOD.

§ 352. In rapid reporting the writer has no time to indicate the minor pauses, but he should always mark the full stops. As to the mode of doing this the practice of reporters is varied, some using the small cross, or a modification of it like this (×), others the long sign given above, which is struck downward in the direction of *chay*, while many use no marks at all, but indicate the pauses by spaces in their notes. If the latter mode be adopted, the space for a period should be about three quarters of an inch, and for a colon or semicolon, about a third or half an inch in length. In case, however, the reporter writes rather openly, the spaces should be correspondingly increased.

EXCLAMATION AND INTERROGATION POINTS.

§ 353. The marks of exclamation and interrogation should be written as shown in the table above, with the phonographic point at the bottom; for, if made in the ordinary way, with the simple dot, they might be mistaken for phonographic words. Both of these signs should also be placed at the end of the clause or sentence which they are intended to mark. It is recommended in most phonographic works that the interrogation point be placed at the commencement of the interrogation; but, as it is frequently impossible to tell whether

a speaker, when he commences a sentence, is going to ask a question or make a simple affirmation, it is obviously impracticable in reporting to follow this rule.

PARENTHESIS AND BRACKETS.

§ 354. As the difference between the marks of parenthesis and the brackets is not commonly understood, it is proper that their use should here be explained. The marks of parenthesis serve to indicate that an expression is inserted in the body of a sentence with which it has no connection in sense or in construction, while brackets are generally used to separate two subjects, or to inclose an explanation, note, or observation standing by itself. Therefore, the marks of parenthesis should be used to indicate a statement given in the words of the speaker, but which has no connection in sense or in construction with the adjoining matter; and the brackets, to inclose any explanation, note, or observation given in the words of the reporter.

DASH.

§ 355. The dash should be made wave-like, to avoid its being mistaken for the stem *kay*.

ACCENT.

§ 356. Accent may be shown by writing a small cross close to the vowel-sign of the accented syllable; thus, *arrows*, *arose*; but generally this mark is unnecessary, as the position of the word almost always indicates its accented vowel.

EMPHASIS.

§ 357. Emphasis is marked as in longhand, by drawing one, two, or more lines underneath the emphatic word. A single line under a single word should be made wave-like, to distinguish it from *kay*.

CAPITALS.

§ 358. An initial capital may be marked by drawing two short parallel lines under the first part of the word; thus, *Times* newspaper. The entire word may be marked for capitals by drawing the parallel lines under the whole of it. But as this mode of capitalizing occupies too much time to be of practical use to the reporter, he may, with advantage, substitute a single line drawn under words to mark both proper names and emphasis; thus, *James*. Such line should, however, be made a little longer and heavier than a *kay*.

INITIALS OF PROPER NAMES, ETC.

§ 359. The initials of proper names are best written in longhand. If, however, phonographic letters are used instead, as will sometimes be necessary in rapid reporting, signs should be selected to indicate the *common*, and not the *phonographic*, initials.

CONSONANT INITIALS.

§ 360. The letter *B.*, as an initial, may be indicated by the phonograph *bee*, *D.* by *dee*, *F.* by *ef*, *H.* by *hay*, *J.* by *jay*, *K.* by *kay*, *L.* by *lee*, *M.* by *em*, *N.* by *en*, *P.* by *pee*, *R.* by *err* or *ree*, *S.* by *ess*, *T.* by *tee*, *V.* by *vee*, *W.* by *way*, *Y.* by *yay*, and *Z.* by *zee*. The letters *C.*, *Q.*, and *X.* should always be indicated in longhand. [See § 86.]

CAUTION.

§ 361. The phonograph *gay*, and not *jay*, should be used for the initial of such names as George, Germany, etc., as well as of Gerrit, Gouverneur, etc., for *gay* indicates the true initial *G.*, while *jay* would indicate *J.* For a like reason *pee*, and not *ef*, should be used for the initial of Philip, Philo, etc.

VOWEL INITIALS.

§ 362. The letter *A.*, as an initial, may be indicated by a heavy dot on the line, *E.* by a heavy dot under the line, *I.* by the sign of the diphthong I written above the line, *O.* by the word-sign for *owe*, and *U.* by the sign of the diphthong EW written on or below the line. The vowel initials should be indicated according to the above directions without regard to their sounds; thus, *A.* should be represented by a large dot written on the line, whether it be the initial of Abraham, Arthur, Alfred, or Augustus. The vowel initials may also be indicated by writing the signs of ā, ē, I, ō, or EW to the nominal consonant. This mode, however, is hardly practicable in swift writing.

INITIALS OF TITLES.

§ 363. The initials of titles are best written with the longhand letters; thus, *LL.D.*, *M.D.*, *A.B.*, etc.

NUMBERS, ETC.

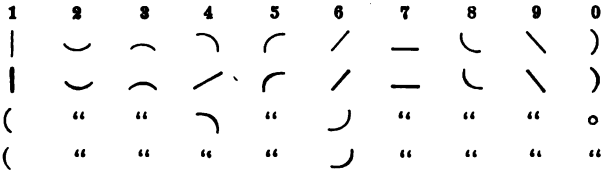
§ 364. Numbers should generally be represented by the ordinary Arabic characters. Though in some instances they are not quite so brief as the words phonographically written, they are somewhat more legible, and their distinctive character renders them conspicuous in a

page of notes. But *one* and *ten* are written best with Wn and Tn; but if the figure 1 is used it should be written / *one*, to distinguish it from *chay* or *jay*. When several noughts occur, the number represented by them may be expressed in Phonography; and, for this purpose, the abbreviations H² *hundred*, THs¹ *thousand*, M³ *million* may be used; thus, 4H²-THs = 400,000, 8H²-M = 800,000,000.

§ 365. When a speaker mentions a number of dollars or pounds, he first utters the number and then the denomination; therefore, the reporter should write the word 'dollars' (for which Ds¹ is a good abbreviation), or 'pounds' *after* the number, instead of going back and placing before it the sign $ or £; thus, 421 Ds¹, instead of $421.

PHONOGRAPHIC FIGURES.

366. Numbers may, however, be expressed much more rapidly than in the ordinary way by using the phonographic consonant-signs with numerical values. The following assignment of them for that purpose is believed to present unusual advantages in point of brevity and legibility.



§ 367. The circles, and the *el*, *er*, *ef*, and *en* hooks may also be generally employed with numerical values. But the loops, and the *way*, *yay*, *shun*, and *ter* hooks, if used at all, should be very carefully written; and, perhaps for general purposes, it is better to exclude them entirely.

EXAMPLES: 5, 33, 87, 64, 47, 94, 804, 407, 908, 509, 7,000, 95, 94, 75, 74, 12, 7,004.

§ 368. Before the phonographic numerals can be used in reporting, they must be thoroughly committed to memory and familiarized, particularly the signs which represent the noughts; the *ess*-circle standing for one nought; the large circle for two noughts; the large circle with a turned small circle for three noughts, and the stem *ess*, with an initial large circle, and a final large circle with a turned small circle, for six noughts; thus, Ts = 10, Tss = 100, Tsss = 1,000, T-ssSsss = 1,000,000.

FORMS MODIFIED BY MOTION.

§ 369. We have already seen (§ 14) that the basis of the phonographic consonant-signs is the segment of a circle extending ninety degrees, and a straight line of equal length. These two characters—a line of beauty and a line of speed—written in various directions, with light and shaded stroke, and modified by means of circles, loops, hooks, etc., constitute the entire variety of phonographic word-forms. Characters more simple or easily drawn can not be devised. But when traced as accurately as may be with skillful pen, with the rapidity of speech, the original geometrical figures appear modified, and filled with life as well as meaning. Phonography written, or engraved as we generally see it, with an attempt at mathematical precision, in accordance with the original geometrical design, appears dead, stiff, and unwieldy, because it is unmodified by the spirit of motion.

§ 370. The principal movement in writing being forward, all indirect or side movements are more or less subordinated to it. So that all perpendicular or partially backward strokes will be shorter than those written forward horizontally or inclined; and all words which would naturally extend far above or below the line of writing will be brought more into lineality by encroaching a little on the rules of position, and by making the phonographs smaller.

§ 371. All horizontal curves, instead of being segments of a circle, will be segments of an ellipse cut through its longest diameter; this form being produced by the rapid forward motion which is of necessity more retarded near the beginning and end of the stroke than through the middle, while the upward and downward movements are equal throughout, or, rather, retarded in the middle of the stroke consequent upon the change of direction, upward or downward.

§ 372. Inclined curves will be more or less irregular, curving most near one end, according to the direction of the curve; thus, *ef* and *ish* are liable to be curved most near the beginning, and *el* and *er*, near the termination.

§ 373. The modification of perpendicular curves is less apparent, but those convex to the right will be curved most near the beginning, and those convex to the left curved most at the lower end.

§ 374. In the joining of simple signs the angles of junction will be more or less modified as the acceleration of speed demands—obtuse angles being made more acute by changing the inclination of inclined straight lines, or by modifying the curvature of curves; thus, the stem P, in the outlines K-P will be nearer perpendicular than when standing alone, while in T-P it will be nearer horizontal; and N before

P will be more curved, especially at its termination, than when it occurs before CH.

§ 375. At points of junction of two characters where a hook or circle occurs, the characters will display a sort of courtesy to each other, bending a little now and then from the original geometrical creed that they may form a graceful and neighborly union; for example, *L* before Br will be more curved than usual, while F before Br will be considerably straighter.

§ 376. Shaded curves rarely have the heaviest portion of the shade precisely in the middle, but more or less toward one end, as the direction of the pen most favors the execution of a shaded stroke; thus, the stems ZH, Z, NG, and W are shaded heaviest a little before the middle, and DH, V, H, and Y just after the middle.

§ 377. And as, by the law of mechanics, increase of speed must be attended with decrease of force, all strokes will be written as light as is consistent with proper legibility; and, short roads being sooner traveled than long distances, the reporter will naturally adopt as small a scale of penmanship as legibility will sanction.

§ 378. The foregoing statement is not in conflict with the directions contained in § 28, for the modifications caused by motion are solely the effect of speed upon outlines, and they will appear even when simple geometrical accuracy alone is aimed at by the writer.

ON PREPARING COPY AND READING PROOF.

§ 379. Although the superintending of printing does not come within the strict duties of a reporter, yet when his reports are printed, it not unfrequently happens that he is called upon to take charge of and correct the proofs. In such case the following hints on the subject will be of use.

PREPARATION OF COPY.

§ 380. In preparing manuscript for the printer the first requisite is to write it in a plain and legible hand. If proper names and foreign or technical expressions occur, care should be taken that they be correctly spelled and clearly written. The *i*'s should be dotted, and the *t*'s crossed, which in the haste of writing are too liable to be left imperfect. *J* should be distinguished from *I*, particularly when they are used as initials, by bringing the former below the line. Words or sentences meant to be printed in CAPITALS should be marked by drawing three lines under them; in SMALL CAPITALS, by two lines; and in *Italics*, by one. Should interlineations be made, or additions in

the margin, or on the opposite or a separate leaf, the place of insertion should be marked with a caret, with a line, if possible, leading from it to, and inclosing the matter to be inserted; and if the additional matter is designed as a note for the foot of the page, that fact should also be stated; putting such or any other direction within a circle, that it may be readily noticed. No abbreviations of words or phrases hould be used. The punctuation should also be carefully attended to. And, at the commencement of any sentence meant to begin a new paragraph, but not distinctly exhibited as such, the mark (¶) appropriated for that purpose, should be placed; for on no account ought the paragraphing to be left to the compositor.

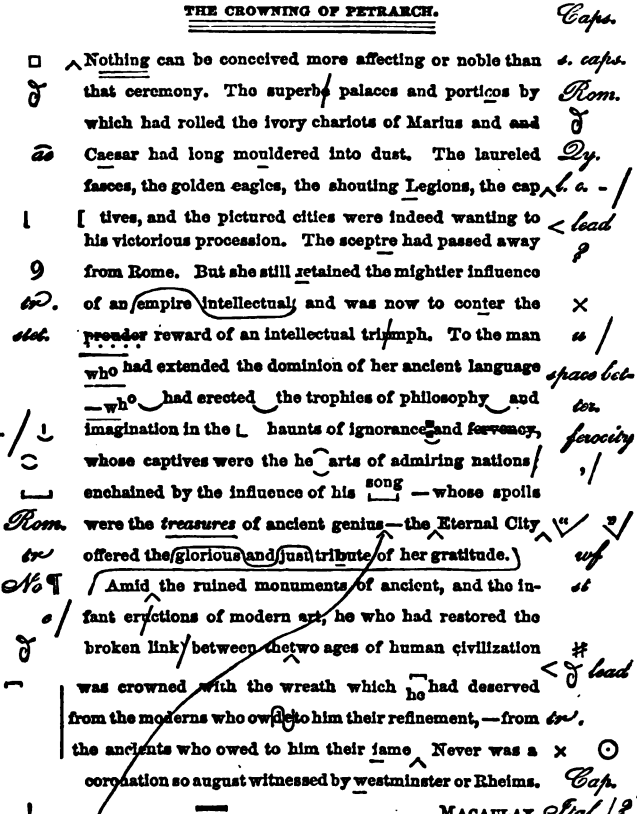
PROOF-READING.

§ 881. The following are the principal marks used in correcting proof-sheets. When it is desired to change a word to capital, small capital, or Italic letters, it should be underscored with three, two, or one lines, as directed in the last section, and the words *caps*, *sm. caps*, or *Ital.*, as the case may be, written in the margin directly opposite the line in which the word occurs. If a word printed in Italics is to be changed to Roman letters, or *vice versa*, a line is drawn under it, and the abbreviation *Rom.*, or *Ital.*, as the case may be, written in the margin. Omitted words or letters are marked for insertion by being written in the margin, and a caret placed in the text where the omission occurs. But if the omission be too long for the side margin, it may be written at the top or bottom of the page, or on a sheet of paper attached to the proof, and connected with the caret by a line. Anything may be struck out from the text by drawing a line through it, and writing in the margin the character , appropriately called a *dele*. If anything is to go in the place of the erased matter, it should be written in the margin instead of the *dele* mark. When anything has been erased, and it is afterward decided to retain it as it was before, dots are written under it, and the word *stet* placed in the margin. When there is not sufficient space between two words or letters, a caret is placed beneath the place where they should be separated, and the sign # written in the margin. When there is too great a space between the letters of a word, they should be connected by two curved lines, one above and the other below, their concave sides being turned toward the space, and the same signs made in the margin; if two words are to be brought nearer together, only the lower curve is used. When two lines are too near together, a horizontal caret is placed at the end and between them, and the term *lead* or *leads* written in the margin. If the lines are too much separated, the correction is made in the same way, except that *dele lead* or *leads* is written in the margin, using the peculiar sign

already given for *dele*. Two letters or words are transposed by drawing a curved line above the first and beneath the second, and writing the abbreviation *tr.* or *trs.* in the margin. If a misplaced word belongs to a different line of the print, encircle it and draw a line to the place where it should be inserted; or if it is desired to transpose two words that are not together, encircle each of them, and join them by a line. When several words are to be transposed, indicate the order by placing the figures 1, 2, 3, etc., over them, and draw a line under them. In all these modes of transposition the letters *tr.* are, of course, placed in the margin. A paragraph may be made where none appears in the proof, by placing a caret in the text where the new paragraph is to begin, and the sign ¶ in the margin. If an improper break into paragraphs has been made, it may be remedied by drawing a line from the end of the first paragraph to the beginning of the second, and writing *No* ¶, or *No break*, in the margin. When it is desired to indent a line, as the first line of a paragraph, a caret is placed before it, and a small square character made in the margin. The crotchet [is placed before a word, and a corresponding one made in the margin, to indicate that it should be brought out to the end of a line. If, however, it is also to commence a new paragraph, the marginal mark should be ¶. A word in the middle of a line is carried farther to the left, by placing the sign ⌊ before it, and also in the margin. The sign ⌋ is placed after a word, and also in the margin, to carry the word farther to the right. When a letter, word, or character is depressed below the proper level, it is elevated by placing the sign ⌐ over it, and also in the margin. A letter, word, or character that is raised above the proper level, is brought into line by placing the sign ⌙ under it, and also in the margin. When the ends of the lines of a page do not range properly, a perpendicular line should be drawn near them. Attention is called to defective letters by making a dash under them, and a cross in the margin; and to crooked letters or words, by means of horizontal lines drawn above and below them, and corresponding parallel lines in the margin. An inverted letter is marked by drawing a dash under it, and placing the sign ℐ in the margin. When a letter is of an improper size, it is indicated by drawing a line under it, and writing the letters *w. f.* (wrong font) in the margin. If a space or quadrat sticks up so that it prints, it should be marked by placing a short perpendicular stroke in the margin, and underscoring both it and the mark to be removed with a line curved like a phonographic *en*. When a line is irregularly spaced,—that is, if some of the words are too close, and others too wide apart, the direction *Space better* should be written in the margin. The printer's proof-reader calls attention to obscurities of language, words illegible in the "copy" (manuscript),

etc., by underscoring them and writing *qu?* or *qy?* or (*?*) in the margin, along with his suggestion. A line like a double-length *chay* should be drawn after each marginal correction; with the exception of the period, which is placed within a circle, and the apostrophe, reference marks, and superiors, which are written over the sign ✓.

SPECIMEN OF A CORRECTED PROOF-SHEET.


THE CROWNING OF PETRARCH.
Caps.
Nothing can be conceived more affecting or noble than
s. caps.
that ceremony. The superb palaces and porticos by
Rom.
which had rolled the ivory chariots of Marius and
Dy.
Caesar had long mouldered into dust. The laureled
l. c.
fasces, the golden eagles, the shouting Legions, the cap-
lead
tives, and the pictured cities were indeed wanting to
his victorious procession. The sceptre had passed away
from Rome. But she still retained the mightier influence
of an empire intellectual; and was now to confer the
proader reward of an intellectual triumph. To the man
who had extended the dominion of her ancient language
space letter.
—who had erected the trophies of philosophy and
imagination in the haunts of ignorance and ferocity,
ferocity
whose captives were the hearts of admiring nations
enchained by the influence of his song —whose spoils
Rom.
were the *treasures* of ancient genius—the Eternal City
offered the glorious and just tribute of her gratitude.
wh
No ¶
Amid the ruined monuments of ancient, and the in-
fant erections of modern art, he who had restored the
broken link between the two ages of human civilization
lead
was crowned with the wreath which he had deserved
tr.
from the moderns who owed to him their refinement,—from
the ancients who owed to him their fame. Never was a
coronation so august witnessed by westminster or Rheims.
Cap.
MACAULAY.
Ital.
rescued from obscurity and decay

SPECIMEN ON OPPOSITE PAGE CORRECTED.

§ 382. When the corrections indicated by the marks in the specimen on the opposite page are made by the printer, the result will be as given below. The balance of this page was, in fact, set up from a proof taken from the plate of the specimen.

THE CROWNING OF PETRARCH.

NOTHING can be conceived more affecting or noble than that ceremony. The superb palaces and porticos by which had rolled the ivory chariots of Marius and Cæsar had long mouldered into dust. The laureled fasces, the golden eagles, the shouting legions, the captives, and the pictured cities were indeed wanting to his victorious procession. The sceptre had passed away from Rome. But she still retained the mightier influence of an intellectual empire, and was now to confer the prouder reward of an intellectual triumph. To the man who had extended the dominion of her ancient language —who had erected the trophies of philosophy and imagination in the haunts of ignorance and ferocity, whose captives were the hearts of admiring nations, enchained by the influence of his song—whose spoils were the treasures of ancient genius, rescued from obscurity and decay—the "Eternal City" offered the just and glorious tribute of her gratitude. Amidst the ruined monuments of ancient, and the infant erections of modern art, he who had restored the broken link between the two ages of human civilization was crowned with the wreath which he had deserved from the moderns who owed to him their refinement,—from the ancients who owed to him their fame. Never was a coronation so august witnessed by Westminster or Rheims.

Macaulay.

REPORTING.

GENERAL REMARKS.

§ 883. The first great requisite of the professional reporter is speed —the ability to follow a rapid speaker and catch and convey to paper every word that he utters. The average rate of public speaking is about 120 words per minute. Some very deliberate speakers do not go beyond 80 or 90 words per minute; while others articulate 180, or more. But there are very few, however slow may be their usual rate of utterance, who do not occasionally speak at the rate of 140 or 150 words per minute; and no phonographer should consider himself competent to report, with certainty, even a moderate speaker, until he can write at this rate.

§ 884. As to the length of time required to attain this speed, very much will, of course, depend on the natural talent of the writer and the amount of time he is willing to devote daily to the task. The average amount of time necessary to qualify a tolerably expert writer to follow a speaker at the rate of 140 to 150 words per minute, is from ten to twelve months, by practicing an hour a day; or six months, with two hours' daily practice. It will generally be found an easy task to increase the rate of speed from 100 to 140 or 150 words; but to go beyond this, much labor will be required, and the progress will be less perceptible.

METHOD OF PRACTICE.

§ 885. When the learner has advanced to § 868, and is able to write with considerable facility the outlines of the greater part of the common words of the language, he should commence to write from another person's reading. Before doing this, however, the entire list of word-signs, and a considerable number of the contractions, should be thoroughly committed to memory, and the principles of Phraseography carefully studied and mastered; for it should be the aim of the writer to attain as soon as possible the utmost practicable brevity and perfection in his outlines, so that he will afterward always use the best forms, even in his most rapid reporting, at which time the reporter is apt to lapse into any vices of style that he indulged himself in while learning. An hour's practice from dictation in this manner is more beneficial than several hours' copying from a book. At first the reader should proceed slowly, accommodating his speed to that of the writer. Speeches, sermons, lectures, legislative debates, reports of testimony, and the like, form excellent practice for the beginner, and accustom him to the kind of phraseology he may expect when actually engaged in reporting. When the services of a reader can not be obtained, the

next best practice is to take notes of sermons, lectures, and trials. At the outset he will be unable to keep up with the speaker; many, indeed, in their first attempts, despair of ever being able to accomplish the task. But a few trials will render the labor less irksome, and materially increase the speed of the writer. This method of practice is not so good as from the dictation of a reader, because the learner, from attempting, before he is qualified for it, to keep pace with the speaker, is apt to acquire an illegible style of writing. His object, at first, should not be to write as rapidly as possible, but only to take down so much of what is said as can be readily deciphered afterward.

§ 386. It should always be borne in mind that facility in reading is as essential as rapidity in writing; the latter, indeed, is worth nothing without the former. In the reporter's early practice, all his notes, whether for exercise or in actual reporting, should be read after being taken, and all the errors carefully marked, that they may be avoided in future; and, if necessary, the more obscure or uncommon of the words may be vocalized, so as to render the report more easily decipherable at any distance of time.

HOW TO LEARN THE WORD-SIGNS AND CONTRACTIONS.

§ 387. In order to impress on the mind the word-signs and contractions, and the list of words at § 277, the reader may form sentences including as many of them as he can, and write them until every word is thoroughly familiar. The following will serve as examples in this respect: If his *counsel could come*. He *comes because* I *accuse* him. It is *cool* in you to *call* for that *claim*. It *cost* much money and *caused* great trouble. *God* is our *guide*. I *remember* a *remark* he made in the *room*. He is a *partner* in the business as well as a *part-owner* in the vessel.

MATERIALS USED IN WRITING PHONOGRAPHY.

§ 388. Phonography should always be written on ruled paper, and some recommend that it be ruled with double lines. Single-line paper, however, is preferred by most efficient phonographers, and it certainly has the advantage in point of economy. If double lines are preferred, they should be about one eighth of an inch apart.

§ 389. Reporting Covers, that is, stiff, leather-covered cases for holding the reporting paper, with an elastic band stitched to the back for keeping the paper in place, will be found very useful to the general reporter. The size of these covers should be about 8¾ by 4½ inches, they open lengthwise, and notes should be taken only on the leaf that is toward the writer. When the paper is filled up in one direction, he turns it around, commences at the other end, and follows the same plan, viz., writing only on the leaf nearest him, until the book is filled.

§ 390. Most of the reporters in New York use books, made especially for their use, that are similar in shape and size to the Covers. These books usually contain about one hundred leaves, or two hundred pages, and are bound in stiff board covers, on which an index of the cases reported in the book, with date of trial, etc., may be kept.

§ 391. The reporter should always write on a table or desk when one can be obtained, which is usually the case in the courts. The newspaper reporter has, however, oftentimes to take notes while standing or sitting in the audience. With a little practice a person may write very steadily on his knees by placing under his reporting book a three-eighth of an inch board, of mahogany or rosewood, made about sixteen inches long and five broad. If this board be made in two pieces, and joined in the middle by means of hinges that can not be closed without pressing a spring, it may be carried in the pocket. This portable writing-desk, as it may be called, gives much support to the middle of the arm, and enables the reporter to write better and faster than on the knee alone.

§ 392. The phonographer should, in his practice, accustom himself to the occasional use of both pen and pencil. For practical reporting there is nothing so effective as a gold pen, when a suitable one can be obtained. As a general rule, a pencil should be used when notes have to be taken upon the knee, or when standing, but pen and ink when a table or desk is provided. A good, fine-pointed steel pen may be used by the learner in writing his exercises, but is not very serviceable in reporting, as it is liable to corrode and suddenly fail at a time when the writer can not stop to replace it with a new one.

LAW REPORTING.

§ 393. It is an erroneous though common belief that the duties of a reporter are simply to take down and furnish a transcript of all, and exactly what he hears, and that the merit of a report consists in its being an exact record of every word uttered by the speaker. The fact is that the exact words of an address are very rarely preserved. Of the great majority of even the better class of our public speakers, whether at the bar, on the rostrum, or in the pulpit, few are able to speak extemporaneously in such a manner that they would be willing to see a verbatim report of their words in print. Their sentences must often be remodeled, and occasionally the wording of entire speeches may be said to be almost exclusively the work of the reporter. For this reason facility of composition is a qualification of the greatest importance to him. Good judgment is also absolutely indispensable—indeed, it often happens that a poor stenographer, with judgment, makes a better reporter than a good stenographer, who lacks in that respect. Now, this

is especially the case in law reporting, because in this, as in all other legal matters, so much depends upon mere form. The professional law reporter should be conversant with the ordinary legal forms and expressions, particularly those that are met with in trials; and, if he happens to be himself a well-read lawyer, it will enable him to make all the better reports.

§ 394. The proper reporting of objections, motions, and rulings requires more judgment and experience than any other part of the duties of the law reporter. If counsel would always state in so many words the grounds of their objections, little or no difficulty would be experienced, but oftentimes a long argument is made, from the whole of which the reporter is obliged to eliminate the gist of the objection, and to put it in proper legal phraseology. It will not do to take down and write out just the words of the counsel, for this would frequently render the report very voluminous, and at the same time subject the party who orders it to much unnecessary expense. It would therefore seem that some knowledge of the rules of evidence is an almost indispensable qualification of the law reporter. But in the absence of more extended instruction in this respect, the following hints may be found serviceable.

§ 395. When a witness has been regularly sworn, he is first examined by the party who produces him. This is called the "direct examination," or the "examination in chief." After that the other party is at liberty to cross-examine; and then the party who first called him may re-examine. This is called the "re-direct," and, according to strict rule, it closes the examination of the witness. On the re-examination it is permitted to ask him any questions necessary to explain matters elicited from him in the "cross-examination." But the re-examination is not to extend to any new matter unconnected with the cross-examination, and which might have been inquired into on the examination in chief. The strictness of this rule is, however, in the discretion of the court, frequently relaxed. Further questions are oftentimes allowed to be put by the opposite counsel, especially when, on the re-direct, any new matter has been drawn out. This is called the "re-cross-examination."

§ 396. The obligation of proving any fact lies upon the party who substantially asserts the affirmative of the issue. The affirmative of most cases naturally rests with the plaintiff, or party bringing the action, and therefore it is that he proceeds first and gives evidence to substantiate his claim. When the plaintiff has finished his evidence, he rests, and then sometimes defendant's counsel moves to dismiss the action on the ground that even if all the evidence adduced by the plaintiff were admitted to be true, he would have no legal right to

recover. If the motion is denied, which is generally the case when there is no jury, as judges generally prefer to hear the whole of a case before deciding any of its material points, the defendant's counsel excepts, and proceeds to produce his proofs. But if the court grant the motion, plaintiff takes an exception, and the trial ends there. Frequently the motion to dismiss is only made *pro forma*, to preserve, for the purposes of an appeal, any rights that may be covered by it. In such case the motion is denied without argument, an exception taken, and the trial proceeds. Sometimes, before the plaintiff produces any evidence, defendant's counsel moves to dismiss the complaint on the ground that it does not state facts sufficient to constitute a cause of action. This objection, however, is generally taken by demurrer, and not on the trial.

§ 397. The order of proceeding in the trial of a cause is generally the following: (1) The impanneling of the jury; (2) the opening remarks of plaintiff's counsel in which he states the nature of his case, and in general what he expects to prove; (3) the examination of plaintiff's witnesses; each of which defendant's counsel cross-examines, unless he waive the right; (4) the opening remarks of defendant's counsel; (5) the examination of defendant's witnesses; each of which is cross-examined by plaintiff's counsel, unless he waive the right; (6) the rebutting testimony of plaintiff; (7) ditto of defendant; (8) the summing up or arguments of defendant's counsel; (9) ditto of plaintiff's counsel; (10) the charge of the judge to the jury; (11) the verdict. In some courts trials are had without juries; and sometimes, even when the parties have a right to trial by jury, they waive it and proceed before the judge alone.

§ 398. In ordinary civil trials the reporter has generally nothing to do with the impanneling of the jury; but in criminal trials this is a very important matter, and should be carefully reported. It is always well to take notes of the opening remarks of counsel, for, although they are seldom ever required to be written out, they will sometimes throw light on obscure or doubtful portions of the testimony, and enable the writer to ascertain whether he has correctly reported the language of the question or answer. Great care should be taken to report every word on the examination of witnesses; and in transcribing, their exact language, whether grammatical or ungrammatical, should be preserved; and if any words are mispronounced, that fact should also be indicated if possible. By this means, on an appeal, the judges will be able to form a better judgment of the weight that should be attached to the evidence of the respective witnesses in the court below, than if all were made, by means of corrections, to speak with equal propriety. The language of the

questions of counsel, however, may be frequently improved when it can be done without introducing any material alterations. It is not usual to report the summing up of the counsel, unless they expressly order it. The judge's charge, however, should be very carefully taken, as oftentimes great interests may be hazarded by a very slight error or change in its verbiage.

FORM OF LAW-REPORTS.

§ 399. A very important consideration in a report, especially of a legal proceeding, is its form. It should be the aim of the stenographer to furnish the report of a trial in such shape that it may be used, without essential alteration, as the "case" on appeal. It should be written on paper that has a margin at the left of about an inch and a half, usually marked by a red line running from the top to the bottom of the sheet. Paper ruled in this way, and which is commonly called "legal-cap," may be procured at most stationers. It is generally ruled on both sides, and if both are written on, it is done in this wise: After finishing the first side, the sheet is turned over endwise, and the second page is written from the bottom to the top of the sheet. This is called by scriveners "backing" the paper. It is the general practice of reporters to write on both sides of the paper, but sometimes it is preferred that only one be used. As to this matter the counsel may be consulted. The numbering of the pages should be in the margin, at the lower end of each sheet, the figures on the first side being placed at the bottom, and on the opposite side, at the top of the written page. The paging is done in this way so that there will be no danger of the numbers being covered up when the sheets are put together. The fastening together of the manuscript is commonly done with red tape, or with small tin clasps made for the purpose. If tape is used, three small holes, about two inches apart, should first be punched in the top margin of the paper, and the tape then drawn through by means of a long, blunt needle, which should be first put down through the middle hole from the front of the manuscript, then up through one of the side holes, next down through the other side hole, then up through the middle hole again, and the ends tied across the tape that extends from one side hole to the other. These minute directions have been given because so many people have such a very slovenly manner of putting together legal papers. If the trial of a case runs through several days, the paging should be continued on consecutively, instead of commencing anew every day. This will enable counsel to ascertain without trouble whether any part of the manuscript is missing.

§ 400. The proper legal names by which the parties to an action are

designated, vary in different courts, and also according to the nature of the proceeding. In ordinary courts for the trial of civil causes the party bringing an action is called the *Plaintiff*, and the party against whom it is brought, the *Defendant*. The appealing party in the New York Court of Appeals is called the *Appellant*, and the other party the *Respondent*. All prosecutions for crime are brought in the name of *The People*. When a proceeding is brought in private interest, but which must nevertheless be brought in the name of The People, as, for instance, in election cases, a mandamus, or certiorari, the moving party is designated *The People on the relation of* (or *ex rel*) *So and So*, giving the name of the party for whose benefit the proceeding is brought; and who is generally called the *Relator*. On a proceeding for the probate of a will, the party offering it is called the *Proponent*, and the party opposing the probate, the *Contestant*.

§ 401. The first page of a report is generally used as a title-page, on which appears the name of the court; the title of the suit; the name of the judge before whom it is tried, stating also that it was before a jury, if such be the fact; the date of the trial; the names of the counsel and for whom they appear, and the index to the witnesses. The title-page is also an appropriate place for the reporter to write or stamp his business card. A new title-page should be made out for each day's report. The back of this sheet may be written on, or not, according to the taste or convenience of the writer.

§ 402. At the commencement of the examination of each witness should be written in a plain, and rather larger hand than usual, his full name, commencing it just outside of the margin line, and underscoring the whole with two lines. Then should be stated for which party he was called—that the witness was duly sworn or affirmed, and the name of the counsel conducting the direct examination. Each question and answer should be preceded by the initials *Q.* or *A.*, written in the margin near the line. These letters should not encroach too much on the margin, as it is required by counsel for their notes and references. The first line of a question or answer may be indented a little, as at the commencement of a paragraph. A line should be left blank between the direct and cross-examination, and the following heading written on a line by itself: '*Cross-examination* by Deft's (or Plff's) counsel'—or 'by Mr. So and So,' giving the counsel's name. If, in the course of an examination by one counsel, a single question is interposed by the other counsel, or by the judge, the words *By Plaintiff's Counsel* (or *Defendant's*, as the case may be), or *By the Court* should be written just after the initial '*Q.*' without indentation, and in parentheses. Should it be followed by one or two more questions by the same party, the words *By the same* may be inclosed in the paren

theses. If, however, a considerable number of such questions occur, the words *By Plff's* (or *Deft's*) *Counsel* or *By the Court* should be written on a separate line, and the questions then recorded in the ordinary way. When the original examination is resumed by the counsel who was thus interrupted, a similar formula may be used to indicate it.

§ 403. Remarks made by the counsel or by the Court, such as objections, rulings, exceptions, motions, etc., should generally be written in the third person, and the entire matter indented an inch or more from the margin line. If the indented matter does not form a complete sentence of itself, it should be inclosed in brackets. When the words of counsel are given in the first person, they should be preceded by the counsel's name, and then written in the same manner as a question or answer, that is, without being indented. The name need not be written in full, but merely *Mr. So and So*, writing the *Mr.* just outside, and near the margin line. The words *Plaintiff's* (or *Defendant's*) *Counsel* are sometimes used instead. In either case they should be underscored with a single line. Remarks by the judge transcribed in the first person are written in the same way, but should be preceded by the words *The Court*, underscored.

FORMS.

§ 404. The following specimen forms will serve as guides to the reporter in preparing reports. The perpendicular line at the left of the page represents the margin line of legal-cap paper.

THE TITLE-PAGE—FORM 1.

Supreme Court, Circuit, Part 1.

Albert H. Johnson
vs.
James W. Wilson.
} Before Hon. Geo. G. Barnard and a jury.

New York, January 5th, 1866.

——— Appearances. ———

For Plaintiff,
James T. Brady, Esq.

For Defendant,
Wm. M. Evarts, Esq.

——— Index. ———

	Direct.	Cross.
Thomas R. Jones,	page 2,	page 8.
Albert H. Johnson,	" 12,	" 15.

THE TITLE-PAGE—FORM 2.

New York Court of Appeals.

James W. Wilson,
Appellant,
vs.
Albert H. Johnson,
Respondent.

Albany, Ap il 10, 1865.

——— Index. ———

Argument of James T. Brady, Esq , page 2.
" " Wm. M. Evarts, " " 53.

THE TITLE-PAGE—FORM 3.

Surrogate's Court,
County of New York.

In the matter of the probate of a paper propounded as the last will and testament of James N. Norton, deceased.

Before Hon. Gideon J Tucker, Surrogate

January 5th, 1866.

——— Appearances. ———

For Proponent,
A. W. Bradford, Esq

For Contestant,
A. A. Redfield, Esq.

[Index same as in No. 1.]

THE TITLE-PAGE—FORM 4.

U. S. District Court,
Southern Dist. of New York.

The United States
vs.
186 casks of Bottled Beer, marked C. W. B., Bunge, Burbage & Co., Claimants.

Before Judge Shipman and a jury.

[Remainder same as No. 1.]

THE TRIAL.

[Commence on second or third page.]

The jury being duly impanneled, Mr. Brady stated the case [or 'opened'] for the plaintiff.

Thomas R. Jones, called for plaintiff, being duly sworn, testifies as follows:

Direct examination by Mr. Brady.

Q. Where do you reside?

A. In New York. [etc., to the end of direct; then leave a blank line, and proceed as follows:]

Cross-examination by Mr. Evarts.

Q. How long have you known the defendant, and where did you first see him?

A. I have known him about 15 years; I first saw him in Albany, in this State.

Q. (*By Mr. Brady.*) In what year did you first see him?

A. In the year 1851, I think.

Q. (*By the Court.*) Have you known him ever since?

A. Most of the time.

Q. (*By the same.*) Give us the exact time as near as you can.

A. I knew him from 1851 to about 1858, and then I did not see him until last year.

By Mr. Evarts.

Q. Under what circumstances did you first get acquainted with him? [etc., to the end of cross, and then follows the]

Re-direct.

Q. State the circumstances a little more minutely. [etc.]

§ 405. When a party to the action is called as a witness, this form of introduction should be used:

Albert H. Johnson, plff. (or 'one of the plffs'.), being duly sworn, testifies as follows:

Direct examination by Mr. Brady.

§ 406. The following are proper forms for some of the more common objections to questions:

[Objected to on the ground that no foundation has been laid for the question; objection sustained; plff. excepts.]

[Objected to as irrelevant; objection overruled; deft. excepts.]

Sometimes it is necessary to state the objection more in detail; thus:

> Deft's counsel objects to the question as incompetent for the following reasons [state reasons]: Objection overruled; deft's counsel excepts. [As this form contains both verb and nominative, it should not be inclosed in brackets.]

§ 407. Sometimes the evidence produced on the trial consists of written documents as well as oral testimony. The following forms may be used when deeds or mortgages are offered:

> Plff's counsel offers in evidence the mortgage in question, executed by defendant to John M. Smith, to secure the sum of $10,000; dated March 8th, 1860; recorded in the office of the Register of the City and County of New York, March 9th, 1860, in Liber 400 of Mortgages, page 10; marked "Exhibit 1" of this date.
>
> Also an assignment of said mortgage by John M. Smith to Plff, dated Nov. 10, 1861; marked "Exhibit 2" of this date.

ON TAKING NOTES IN LAW REPORTING.

§ 408. It should be the aim of the reporter, while taking notes of a legal proceeding, to stenograph the matter in the same form that he wishes it to appear in when transcribed. By so doing, especially in reporting objections, rulings, etc., he will save himself much time and trouble when he comes to the most laborious part of his task, the making of the longhand transcript.

NAME OF WITNESS, ETC.

§ 409. At the commencement of each case its title should be fully written out in longhand, and there also should appear, either in longhand or Phonography (according to the length of time the reporter has to write it), the name of the court, the name of the judge, whether or not there is a jury, the date of the trial, and the appearances. At the head of the examination of each witness his name should be written in longhand in full, and followed by a phonographic *pee* or *dee*, to indicate whether he was called by Plaintiff or Defendant, then the outline of the word "sworn" or "affirmed," and the name of the examining counsel, which may also be written phonographically.

QUESTION AND ANSWER DISTINGUISHED.

§ 410. In notes of testimony it is the practice of most reporters to distinguish the question from the answer by commencing each line

of the question at the left of the page, and indenting each line of the answer about one third the width of the page; thus,

Where do you reside

I reside in New York city

Where were you on the night of the 28th of December when this affair occurred

I was at my house in 26th Street until about 8 o'clock, and then I went to the opera

Although this mode of writing questions and answers (especially when they are short, only occupying a portion of a line) takes up more paper than any other, yet this is more than counterbalanced by the increased distinctness that is given to the notes, and the greater ease and convenience with which the reporter is enabled to refer to particular portions of the testimony, when, as is often the case, he is called upon to do so by the counsel or the court. The most convenient material to take notes of testimony on, is paper made into books, according to the directions at sections 389 and 390. But if ordinary legal or foolscap be used instead, it should be divided into two columns by ruling a line, or by folding it so as to make an indentation, through the middle of the sheets from top to bottom. The paper should then be filled column by column, beginning always with the one at the left of the page; and, if the reporter chooses, he may write on both sides as he goes along, sheet by sheet. If this is done, the paper should be turned over endwise as in transcribing, and, in case a pen is used, while he is writing the first column on the back, the sheet should be placed so that it will project half its width to the right of the paper on which it rests, to avoid blotting the last column of the first side. When notes are taken in this way, each case should be folded by itself, indorsed with the title of the case, date, etc., and filed away.

PASSAGES MARKED FOR CORRECTION.

§ 411. When the reporter takes down a question or answer that he wishes to read over before commencing to transcribe it, in order to alter its arrangement or correct an error, he should mark it at the time by drawing near it a perpendicular line at the left of the page.

CASES CITED.

§ 412. When cases are cited by counsel, and extracts read from them, the reporter need not attempt to write them at length. After writing the title of the case, and the name and volume of the Report where it is to be found, it will be sufficient to give the commencing and concluding words of each period, with a long dash between. This

will enable the reporter when transcribing to ascertain exactly what portions of the case were read, and what omitted.

HINTS ON TRANSCRIBING.

§ 413. Ordinarily the reporter transcribes his own notes into long-hand. This is the most wearying part of his duties, as it often takes seven or eight hours to write out what was taken in shorthand in one hour. An experienced reporter should be able to render his notes of testimony into legible longhand at the rate of sixteen to twenty folios (of one hundred words each) an hour, and notes of argument, speeches, etc., at the rate of ten to sixteen folios.

§ 414. When great expedition is required, notes may be transcribed by dictating to two rapid longhand copyists from different parts of the report at the same time. In this case one of the writers may commence with the beginning of the report, and the other at the middle, deviating, however, a little to one side or the other, when by so doing he is enabled to start with a new witness, or at the beginning of a cross-examination. The reader should sit between the copyists, and dictate a few words, first to one and then to the other, keeping one of the places in his note-book with the index finger of his right hand, and the other place with the index finger of his left hand. By turning the head a little, as each sentence is dictated, toward the writer for whom it is intended, all danger of confusion will be avoided. This also may be done by calling each by name every time he is addressed. A little ingenuity and practice will enable the reader to keep both writers constantly employed. In this manner of transcribing, from thirty to forty folios may be written out per hour; and, if the copyists are careful, the manuscript need not afterward be read over, or compared with the notes.

§ 415. Another mode of expediting this part of the work is to dictate the matter to other phonographers, who then proceed to transcribe their notes. For this purpose advanced learners of Phonography are generally employed, as they are willing to do the work for the sake of the practice it gives them, for a compensation that reporters can afford to give. Manuscript prepared in this way, however, should always be carefully re-read, as errors will occasionally occur.

§ 416. There is another mode of transcribing, by which a report can be gotten out very nearly, or quite, as fast as the original notes were taken; but it can not be used except in preparing matter for the printer, and it is perhaps well not to resort to it even for that, except where a great amount of work has to be done in an unusually limited space of time. The plan is as follows: Having secured the services of five or six rapid longhand writers, they are seated about a round

table, each having before him a pile of slips of paper, previously numbered—those before the first copyist being marked 1 A, 2 A, 3 A, etc.; those before the second, 1 B, 2 B, 3 B, etc., and so on. The reporter then commences by dictating a sentence, or line to number one, then a like amount to number two, and so on around the circle, until he comes to number one again, and then continues right on without break. The reader should walk around the table and dictate to each in a low tone of voice, so that the other writers will not be confused. A large round table with a hole in the middle in which the reader might sit on a revolving stool would be very convenient for this purpose. As each writer finishes the sentence given him, he sticks the slip face downward on a paper-file standing before him, and then is ready to write the next dictation. When the files are full, a boy replaces them with empty ones, and then proceeds to gum the slips together in the following order: 1 A, 1 B, 1 C, 1 D, 1 E; 2 A, 2 B, 2 C, 2 D, 2 E; 3 A, 3 B, etc. This copy will, of course, be serviceable only for the printer.

NEWSPAPER REPORTING.

§ 417. The qualifications necessary in a reporter on the daily press are varied, and a knowledge of stenography is not absolutely necessary to render him generally successful. His business is mainly to get news and put it in a shape which will be readable and interesting; and to this end he should possess good judgment, a quick, intuitive mind, ready at all times to perceive what would be of interest to the public, and to jot down the salient points, and have the requisite ability to prepare them properly for the press. But, although for this the knowledge of shorthand would be very important, as it would enable him to take down the language of parties from whom he gets statements of facts, instead of being obliged to rely in great measure on his memory, yet it can not be said to be an indispensable requisite to the furnishing of good reports.

§ 418. A newspaper reporter, however, who would be equal to anything that may be required of him, must also be a good stenographer, as verbatim reports of speeches, sermons, debates, conventions, etc., are so often required, especially by our metropolitan press.

§ 419. Political meetings in the city of New York are usually held in the evening, and generally the reports of them must appear in the next morning's paper. For this reason, if a tolerably full report is required, a corps of three or four reporters will be needed to get it out before the paper goes to press. To accomplish this successfully, each reporter should take notes for from twenty to forty-five minutes, according to the probable length of the meeting, and then go directly

to the office of the paper and begin to transcribe. Sometimes each one takes first a short turn of five or ten minutes, and then afterward a long turn of fifteen to thirty minutes, so that he may be transcribing while his co-reporters are taking notes of the speeches. If the speaking continues to a late hour, the reporter whose turn comes last is generally required to finish up the meeting with a longhand sketch, which is best given in the third person. The report of a political meeting will be very much more effective and interesting if it have a proper introduction. In this may be included a description of the decorations of the hall, a statement of the number and character of the persons present, and, if any eminent persons are among them, their names. In newspaper reporting much more latitude is allowed for the judgment of the reporter than in reporting law proceedings. It is his duty to correct grammatical errors, improve the construction, to sometimes omit objectionable passages, and frequently to almost rewrite entire speeches. The form of introduction to a speech used at the present time by the New York journals is similar to the following:

The Chairman then introduced the Hon. Thomas Jefferson, who spoke as follows:

SPEECH OF HON. THOMAS JEFFERSON.

Then follows the speech. If the speaker was received with applause, that fact should, of course, be stated in the introduction. The interruptions by the audience during the delivery of a speech should be carefully noted, and written in brackets in their proper places. The following will serve as illustrations: [Applause.] [Great cheering.] [A voice, "That's so."] The Resolutions, Lists of Vice-Presidents, and sometimes entire speeches, may be obtained in manuscript, and the reporter thus relieved from much labor. With these few hints, the reporter will probably find no difficulty in giving satisfaction in this branch of his profession.

APPENDIX.

§ 420 The material from which a system of stenography must be constructed, is necessarily so limited that it is hardly practicable to furnish one complete and consistent representation for all the sounds heard in the various languages of the world. Nevertheless, for the use of the student of languages and Phonetics, it is thought advisable to give signs for a few of the more common foreign sounds, both consonant and vowel, as well as for those vowel-sounds in the English language that are not represented with exactness by the ordinary twelve-vowel scale. [See §§ 45–47.]

EXTENDED VOWEL-SCALE.

SIMPLE VOWELS.

	1	2	3	4	5	6	7	8
Long								
	ah	air	ale	ear	eat	all	no	food

	9	10	11	12	13	14	15	16	17	18
Short										
	at	ask	met	it	on	lost	up	whole	cur	foot

COMPOSITE VOWELS.

Long:		Fr. *eû*; Ger. long *ö*		Fr. l. *ū*; Ger. l. *ü*
Examples:		*queue*; Göthe		*vû*; *übel*
Short:		Fr. *eu*; Ger. sh. *ö*; Eng. *e* bef. *r*		Fr. sh. *u*; Ger. sh. *ü*
Examples:		*jeune*; *böcke*; *her*		*hutte*; *lücke*.

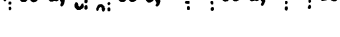
COMPOSITE VOWELS FOLLOWED BY ĭ.

Long:		long *ö* and ĭ		long *ü* and ĭ
Examples:		*œil*		*luit*
Short:		short *ö* and ĭ		short *ü* and ĭ
Examples:		——		*lui*

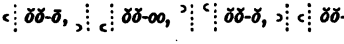
DOUBLE VOWELS.

§ 421. On a previous page there has already been presented a double-vowel scheme, in which the short, close vowel ĭ is the basic element of each group. It was also intimated (§ 241) that a similar scale of double vowels might be constructed, in which the basic sound would be the other short, close vowel *ŏŏ*, but that it would be of little practical value in writing English, as most of the sounds are seldom if ever heard in our language. Some of them, however, are of very frequent occurrence in several foreign languages, and, therefore, it is proper that signs should here be given them. The most convenient, unappropriated sign for double vowels is a small crescent-shaped character, which, being turned in four different directions, and made both shaded and light for long and short vowels, and written to the consonant-stem in three positions, will give twenty-four distinct signs. And if this scheme were constructed precisely on the same plan as the other, these signs would be used to represent the following twenty-four double sounds: *ah-ŏŏ, ā-ŏŏ, ā-ŏŏ, ĕ-ŏŏ, ē-ŏŏ, ĭ-ŏŏ, aw-ŏŏ, ŏ-ŏŏ, ō-ŏŏ, ŭ-ŏŏ, oo-ŏŏ, ŏŏ-ŏŏ; ŏŏ-ah, ŏŏ-ā, ŏŏ-ā, ŏŏ-ĕ, ŏŏ-ē, ŏŏ-ĭ, ŏŏ-aw, ŏŏ-ŏ, ŏŏ-ō, ŏŏ-ŭ, ŏŏ-oo, ŏŏ-ŏŏ.* Now, of the first twelve of these sounds, only three, namely, *ē-ŏŏ*, ĭ-*ŏŏ*, and *ŏ-ŏŏ*, are ever used; and as those have already been provided with double signs in the other scale, we may exclude the whole twelve from any further representation. This, then, will give us twenty-four characters for the twelve remaining double-sounds—two signs for each, as shown in the following scale:

DOT-VOWELS.



DASH-VOWELS.



§ 422. These signs may sometimes be used with a semi-consonantal value to represent the frequent English combination of *w* with a succeeding vowel. Simple initial *w* may be written also with this character, made uniformly light, and joined to the next stem; thus, *wash*. And, by always using the sign with its opening upward or downward, when a dot-vowel intervenes, and opening to the right or left when it is a dash-vowel, the outlines would need no actual vocalization to be perfectly legible; thus, *waft*, *winter*, *wove*. This sign for *w* should, however, be sparingly used, it being generally better to employ the stem *way*, except when it forms an indistinct

angle, or difficult junction, with the stem that follows it, as, for instance, in the outlines W-F, W-Ft, W-V, W-Vd, W-CH, W-CHt, W-J, W-Jd, W-SH, W-Td, W-Dd, etc. This brief sign for initial *w* may also be used, when necessary, to distinguish between different words that contain the same consonants; thus, *awake*, *wake*, *woke*. The stenotype of this brief consonant-sign is a small *w*, the top of which may be turned either upward or downward, to the right or to the left to indicate the direction of the opening of the sign; thus, wK *wake*, ⋗K *woke*, ⋖V *wove*.

NASAL VOWELS.

§ 423. The nasal vowels heard in the French and one or two other European languages, may be written by placing the nasalized vowel to the stem *en* or *em* canceled with a short tick, written between the ordinary vowel-positions; thus, *an*, *en*, *in*, *on*, *un*. The *en*-hook canceled in a similar manner may be used for the same purpose; thus, *bon*, *enfant*.

SIGNS FOR FOREIGN CONSONANT-SOUNDS.

BREATHED SOUNDS.

§ 424. We have seen (§ 9) that certain of the sonant consonant-sounds have no breathed mates in English, and, therefore, no signs have been provided for them in the ordinary alphabet. If, however, these sounds should be met with in writing foreign words, the writer may use the signs of the sonants with a small semicircle struck through them; thus , which represents the Welsh *ll*, as in the word *Llan*.

ABRUPTS CHANGED TO CONTINUANTS.

§ 425. Several of the sounds of consonants that in English are always abrupts, in certain foreign languages partially lose that character and become continuants. Such sounds may be represented in Phonography by the signs of the abrupts with a short waved line written through them; thus, represents the sound of Greek φ, or Latin *ph*; and its mate , the sound of *b* in Spanish and *w* in German. The sounds of German *ch* and *g*, as in *Dach* and *tag*, are represented by *ch*, *g*.

PHONOGRAPHIC WRITING EXERCISES.

§ 426. The figures inclosed in brackets in these writing exercises refer to the preceding sections of this work. Sometimes several numbers are included in the same bracket, to all of which sections the learner should refer before proceeding to write the signs or words that follow.

EXERCISE I.—[20–62.]

§ 427. [20] Kay, gay, en, ing, em, hay; [21] tee, dee, chay, jay, pee, bee, zhee, ess, zee, ith, dhee, ef, vee, er, yay, way; [22] ish, lee, ree.

WORDS OF ONE STEM.

§ 428. [31–44] Ache, Coe, gay, eight, toe, ode, day, doe, age, ape, pay, bay, show, they, foe, no, aim, hay, hoe, way; [54, 61, 62, 71] eke, oak, kay, Co., echo, coo, cow, cue, egg, ago, guy, at, ate, eat, it, ought, oat, out, tea, too, two, to, tie, toy, eighty, add, aid, awed, odd, owed, dey, Dee, daw, dough, die, Dow, due, eddy, ado, adieu, etch, each, itch, chaw, chew, edge, jay, jaw, Joe, joy, Jew, ope, up, pa, pea, paw, Poe, pie, pew, Opie, bah, be, beau, by, boy, bow, obey, abbey, ash, shah, she, show, shoe, shy, oath, thaw, thigh, thew, Otho, they, thee, thy, thou, if, off, oaf, Fay, fee, few, eve, of, vie, vow, view, avow, Ann, e'en, in, on, nay, knee, gnaw, nigh, new, Anna, Annie, annoy, anew, am, ma, may, me, maw, mow, my, mow, mew, are, air, ear, ore, arrow, era, Erie, airy, array, haw, who, high, how, hew, ahoy, yea, ye, yaw, you, we, Waugh, woe, woo; [58] eyed, ice, icy, eyes, ivy, ire; [22, 39] ale, ell, eel, ill, all, lay, lee, law, low, isle, oil, owl, lie, lieu, oily, allay, ally, Eli, alloy, allow, ray, raw, roe, rue, rye.

§ 429. [61, 62] Write the horizontal stems kay, gay, en, ing, em, hay, in the three consonant positions, and then write in the same positions the perpendicular and inclined stems tee, dee, chay, jay, pee, bee, ish, zhee, ess, zee, ith, dhee, ef, vee, lee, er, ree, yay, way.

EXERCISE II.—[64–68.]

JOINING OF CONSONANT-STEMS.

§ 430. Join the following stems that are connected by hyphens: [64] kay-kay, gay-gay, tee-tee, dee-dee, chay-chay, jay-jay, pee-pee, bee-bee, ree-ree; [65] ish-ish, ess-ess, zee-zee, ith-ith, dhee-dhee, ef-ef,

vee-vee, ing-ing, en-en, em-em, lee-lee, er-er, hay-hay, yay-yay, way-way; [66] ef-en, ef-ing, vee-en, vee-ing, ith-ef, ith-vee, dhee-ef, dhee-vee, lee-em, lee-hay, en-shee, hay-ess; [67] kay-gay, gay-kay, tee-dee, dee-tee, chay-jay, jay-chay, pee-bee, bee-pee, vee-kay, ef-gay, dee-vee, gay-way, vee-gay, hay-zee, dhee-ing, yay-ing, bee-ing; [68] pee-ing, pee-en, en-ree, em-pee, ef-kay, ith-en, dee-ef, tee-ef, lee-er, lee-ess, lee-ish, lee-shee, em-ess.

EXERCISE III.—[63–72.]

WORDS OF TWO STEMS.

§ 431. [63, 70, 72] Caulk, cake, coke, cook, cuckoo, cog, keg, catch, couch, ketch, coach, cage, kedge, cap, copy, occupy, cape, cope, cup, coupee, keep, kip, coop, cab, cob, cub, cubby, cube, Cuba, kith, aching, calm, comma, comb. Gawk, gag, gog, gig, gewgaw, gouge, gage, gang, gong, game, gum, gummy. Tack, attack, attic, talk, take, tuck, tick, took, tag, tug, outgo, attach, touch, touchy, teach, towage, tap, top, type, tape, tip, tabby, taboo, tub, tube, teeth, tooth, tithe, teethe, tongue, Tyng, Tom, atom, tame, tome, teem, tomb. Dock, dike, decoy, deck, duck, decay, duke, dog, dug, dig, Dutch, duchy, ditch, dodge, adage, Doge, deep, dip, dupe, depôt, dab, daub, dub, debut, death, doth, Edith, dang, dong, ding, aiding, dam, dime, dame, dome, dumb, dummy, deem, dim, doom. Chalk, chalky, chock, check, choke, chuck, cheek, chick, chap, chop, chappy, choppy, cheap, chip, chub, chubby, etching, chime, chum. Jack, jocky, jocco, Jake, joke, jag, jaggy, jog, jig, gip, job, jibe, Job, edging, jam, jem, Jim, Jimmy, Jamie. Pack, pock, pike, pica, opaque, peck, epoch, epic, poke, Puck, peak, pick, puke, peg, pug, pig, patch, pouch, poach, peach, pitch, pitchy, podge, page, apogee, pap, papa, pop, poppy, puppy, pup, pope, pip, peep, pipe, path, apathy, pith, pithy, pang, aping, palm, palmy. Back, aback, balk, balky, bake, beck, buck, book, bag, bog, boggy, beg, bug, buggy, big, batch, botch, botchy, beach, beachy, bitch, bijou, bob, babe, baby, bibb, booby, bath, both, bathe, Booth, bang, bung, balm, balmy, bomb, boom. Ethic, thick, thatch, thong, thumb, theme. Folk, fag, fog, foggy, fig, fetch, Fitch, fadge, fudge, effigy, fop, fip, fob, Phebe, fib, faith, fang, fame, foam, fume. Vague, vogue, evoke, vouch, avouch, vetch, vim. Nack, knock, neck, nook, nag, nog, notch, nitch, inch, enjoy, nap, neap, nip, nab, knob, knobby, nub, nib, 'neath, name, enemy, numb. Mack, Mackey, mock, Mike, mica, make, Mecca, Mocha, muck, mucky, Mag, mug, muggy, match, much, magi, image, map, mop, mob, moth, mothy, mouth, myth, mouthe, aiming, mamma, maim, mum, mummy, Maumee. Hack, hawk, hock, hook, hag, hog, hatch, hitch, hedge, hang, hung, ham, hum. Yolk, yam. Walk, awoke, awake, weck, wick, wag, wig, wipe, weep, web.

EXERCISE IV.—[63–72.]

WORDS OF THREE STEMS.

§ 432. [63, 70, 72] Calking, kicking, Cockney, cooking, Keokuk, kink, Congo, keeping, coping, cabbage, cubic, comic, combing, academy, canopy, candy, Canada, coinage, catching, caging, kedging; gaging, gaming, gumming, Gotham, gothic, guaging, gouging, gushing, gashing; talking, attacking, taking, ticking, typify, tiptoe, topic, topping, tobacco, tomato, Timothy, tamely, to-morrow, Tammany, teaming, toothache, teething, tithing, tonic, tunic, teaching, touching, attaching, tank; docking, ducking, donkey, dinging, deputy, depth, debauch, daybook, daubing, dubbing, dabbing, defile, domino, damage, damning, dimming, deeming, Danube, denied, denude, ditching; Choctaw, chalking, checking, choking, chunk, chink, chapping, chopping, chiming, chimney; Jacob, jackdaw, joking, jogging, junk, jobbing, jibing, Jamaica, jamming, Geneva, junta, junto, jaunty, judging; packing, package, poking, picking, pigmy, pagoda, pegging, pink, peeping, popping, apothem, Panama, panic, punic, patching, pitching, paging, pushing; becalm, bookish, backache, balking, baking, backing, bucking, bugaboo, bigamy, Bogota, baggage, bagging, begging, bank, bunk, banging, Bombay, bamboo, botany, bedaub, bathing, benumb, bonnet, Bennett, bounty, beneath, botching, budging; thatching; fagot, foppish, fobbing, fifty, fifth, famish, foaming, fuming, fatigue, fathom, farm, affinity, fetching; evict, vacate, evoked, evoking, vivify, venom, vanity, avenge, voyaging; income, uncouth, encage, uncage, incog, knocking, nicking, enigma, unpack, napping, nabob, nabbing, infamy, unfair, unveil, invoke, nymph [N-M-F^3], unmake, naming, numbing, entomb, anatomy, Nineveh, ninety, inanity, anchovy, notching, gnashing; mocking, making, magpie, monk, monkey, mink, embalm, embody, mammoth, mimic, maiming, mutiny, Medina, Madonna, mouthing, amenity, emanate, month, munch, manage, matching, magic, mashing; hacking, hackney, hooking, hoggish, haggish, hugging, hatching, hitching, hedging, hashing, hushing, hanging, humming; yoking; walking, waking.

LESSON V.—[63–78.]

WORDS OF FOUR STEMS.

§ 433. Cockroach, copybook, catchpenny, cogency; tiptop, Tippecanoe, outmarch, Teutonic, toothpick; decoct, dingdong, damaging, demagogue; Putnam, pitchpipe, Poughkeepsie, Piccadilly; becalming, banking, abominate, bona-fide; ship-like, shipwreck, ship-shape, shib-

boleth, Shenandoah; vivifying, avenging, victim, victory; nickname, nicknack, uncaging, uncocked, unpacking, infect, navigate, antimony, nutmeg, entombing, Anno Domini; matchlock, Mac Adam, embalming, embodying, memento, mimicking, monotony, Aminadab, managing, munching.

WORDS PRONOUNCED ALIKE, AND HENCE WRITTEN THE SAME.

§ 434. [78] Ale, ail; aught, ought; all, awl; ode, owed; day, dey; doe, dough; toe, tow; ought, aught; be, bee; isle, aisle; roe, row; dam, damn; yoke, yolk; week, weak; way, weigh; hay, hey! high, hie; peak, pique; bay, bey; bow, beau; berth, birth; bow, bough; key, quay; sea, see; lea, lee; lo! low; lie, lye; mue, mew; nay, neigh; no, know; o! oh! owe; I, eye; ay, aye; hue, hew, Hugh; so, sow, sew; ewe, you, yew; by, buy, bye; ore, oar, o'er; air, ere, eyre, e'er, heir.

EXERCISE VI.—[95–105.]

WORDS OF ONE STEM, WITH INITIAL ESS-CIRCLE.

§ 435. [95, 98, 105] Sack, sock, sky, skow, Psyche, sake, soke, suck, seek, sick, skew. Sag, soggy. Sat, sought, sot, sty, sight, stay, sate, stow, seat, sit, city, settee, soot, suit, stew. Sad, sawed, sod, side, sowed, sewed, soda, said, seed, seedy, sued. Such. Sage, sedge, siege. Sap, sop, spy, soap, sup, sip, soup, spew. Sob, sub. South, Seth, sooth. Scythe, soothe. Safe, sofa. Salve, Savoy, save, sieve. Sang, song, sung, sing. Sawn, sign, sown, snow, son, sun, sunny, seen, sin, soon. Sam, psalm, same, sum, some, seem. Sway.

WORDS OF ONE STEM, WITH FINAL ESS-CIRCLE.

§ 436. Cass, ax, cause, ox, coys, cows, case, aches, oaks, keys, kiss, ekes, coos, accuse. Gas, gauze, goss, guise, gaze, guess, eggs, goes, geese, goose. Toss, ties, toys, toes, oats, Otis, tease, eats, its. Adz, dies, dice, days, aids, does, odes, dues, deuce, adduce. Chaws, choice, chose, chess, etches, cheese, choose, chews. Jaws, joys, ages, edges, ægis, juice, Jews. Ashes, shies, chaise, shows, shoes. Thaws, thighs. Those, thus, this. Office, fosse, phase, face, efface, fuss, fuzz, fees, phiz, fuse, effuse. Vice, vies, voice, vows, avows, vase, eaves, views. Gnaws, nice, annoys, ounce, nose, knows, niece, knees, inns, noose, news. Mass, alms, moss, mice, mouse, maize, mace, amaze, mess, aims, muss, Miss, amiss, moose, muse, amuse. Hies, house, haze, hoes, hiss. Yes, use, ewes, yews. Wise, ways, woos, Weisse.

WORDS OF ONE STEM, WITH INITIAL AND FINAL ESS-CIRCLES.

§ 437. Sacks, skies, sex, six, sceks. Sets, stays, seats, cities. Sods,

seeds, seduce. Sages, sedges. Spies, spice, spouse, space, suppose. Suffice, suffuse, sneeze, since.

EXERCISE VII.—[95–105.]

WORDS OF TWO STEMS, THE FIRST WITH AN INITIAL ESS-CIRCLE.

§ 438. Scape, skip, scope, scoop, scab, scabby, scheme, skim, scum, scathe, skinny, Scotch, sketch, seeking, soaking; sigma, Saginaw, sagging; seating, set-to, sitting, suiting; Sodom, siding; sachem; spotty, speedy, speech, spike, spoke, speck, supping; subdue, sabbath, sobbing; seething, soothing; safety, sphere; Savannah, savage, civic, saving; sank, sink, sunk, singing; snap, snip, snipe, snub, Sunday, snath, snatch, singe, snowshoe, sneak, snake, scenic, Seneca, snag, snug, sinning, signing; Sambo, simoom, Smith, smooth, smudge, smash, smoke, smoky, smack, seeming, summing; swap, sweep, swoop, swam, swim, swing, swung, swab, swig.

WORDS OF THREE STEMS, THE FIRST WITH AN INITIAL ESS-CIRCLE.

§ 439. Skipping, scooping, scheming, skimming, scathing, sketching, skunk; satanic; spiking, spunk, spunky, spank; subpœna, subduing; suffocate; seventy, seventh; sinking; snappish, snapping, sunshiny, snaking, sneaking, synagogue; somebody, symphony, semivowel, smoothing, smacking, smoking; swinging, swigging, swimming, swamp, swampy.

WORDS OF TWO STEMS, THE LAST WITH A FINAL ESS-CIRCLE.

§ 440. Copse, coppice, Caiphas, Cadiz, coyness, cautious, coax; goddess, gayness, Agnes, agonize; topaz, typhus, Thomas, Thames, Tunis, tax, tongs; depose, debase, deface, edifice, diffuse, device, devise, advice, advise, demise, deduce, duds, Adonis, Dennis, duchess, Dix, docks, decks; chops, Chinese, checks; jackass, jocose, Jabez, James, genius, Junius, Janus, Jonas; pappous, papoose, pumice, pathos, apex; box, ibex, Bacchus, bodice, abduce; ethics; fox, folks, focus, fix, affix, finis, fides, famous, Phœbus; vex, Venice, Venus; anxious; onyx, annex, uncase, encase, incase, notice, induce, Andes, Natchez, infuse, invoice, novice, annoyance, newness, announce; makes, mix, emboss, ominous, menace, minus, Minos; hacks, Hicks, hags, hogs, hugs, hums, highways; yokes, yams, Young's; awakes.

WORDS OF THREE STEMS, THE LAST WITH A FINAL ESS-CIRCLE.

§ 441. Calmness, covetous, cactus; gumminess, Ganges; timepiece, tameness, tidings, touchiness, techiness; deputize, dimness, dumbness, admix, dog-days; cheapness, Choctaws; Japanese, jaundice; pickaxe, pitchiness; book-case, bonnets, bounteous; shabbiness, shagginess;

thickness; factious, fogginess, fungus, affects; venomous; inkiness; infamous, invidious, numbness, incubus, noxious; Memphis, mightiness, mutinous, muddiness, madness, moodiness, mouthpiece, omnibus, meekness, minx; hanks, hunks; yankees.

EXERCISE VIII.—[108, 109.]

WORDS OF TWO STEMS, WITH MEDIAL ESS CIRCLES.

§ 442. [108, 109] Cask, Cossack, cassock, excite, exit, oxyde, accede, exude, oxen, cousin, causing. Gasp, gossip, gazette, gusset, gusty, Augusta, gassing, gazing, guessing. Task, tusk, phthisic. Otsego, tacit, outset, tasty, testy, outside, Tuesday, tossing, teasing. Desk, dusk, disk, audacity, dusty, deceit, disobey, disavow, deceive, dowsing, dosing, dozing, educing, adducing, Addison, design, dozen, disown, dizen, dismay. Atchison, chasten, chosen, choosing. Joseph, Jason. Paucity, opposite, opacity, pasty, upset, episode, passage, passeth, pacify, passive, passing, pausing, poising, pacing, posing, opposing, appeasing. Bask, Biscay, besought, besot, beset, bestow, obesity, beside, busied, beseech, besiege, abusive, basing, abasing, buzzing, abusing, bison, basin, boatswain [pronounced bōs'n], bassoon, besom, bosom. Physic, faucet, offset, facet, fusty, façade, effusive, facing, effacing, fusing, fasten, phasma. Vasty, vista, visit, visage, evasive. Nosegay, nicety, nasty, honesty, unsought, insight, unseat, inside, unsaid, ensued, unsafe, unsing, unsung, Anson, ensign, insane, unsown, unseen. Mask, mosque, Moscow, musk, musky, music, musty, misty, message, massive, missive, massing, amassing, amazing, missing, musing, amusing, mason. Hasty, hasp, hissing. Whisk, wasp, wisp, Wesson.

WORDS OF THREE STEMS, WITH ESS-CIRCLE BETWEEN THE FIRST AND SECOND.

§ 443. Custom, accustom, costume, custody, ecstasy, caustic, exotic, acoustic, exciting, exceeding, acceding, exuding, Cazenovia, cozening; gossiping, gasping; tacitly, tastily, tasting; despatch, dispatch, deceiving, dismal, distich, deciding, dissolve, dislodge, disrobe, decency, designing, disowning, duskish; chastity, Chesapeake; Pacific, pacifying, pastime, apostasy, poisoning; bismuth, besotting, besetting, absolve, Absalom, absentee, besecching, besieging, basking; fastening, physicking, fizgig; vicinity, vicinage; unsteady, inciting, insanity; masonic, misjudge, Muscovy, masking; husking, Hosking.

WORDS OF THREE STEMS, WITH ESS-CIRCLE BETWEEN THE SECOND AND LAST.

§ 444. Capacity, keepsake, coaxing, caucusing; gamesome, agonizing; tenacity, tocsin, taxing; deposit, deposing, debasing, deficit, diffusing, doomsday, damson, damask, deducing, dynasty, density;

gypsum, jocosity, Jackson; papism, puppyism, pensive, pencil; bedizen, buxom, backside, boxing; thickset; offensive, fancied, fencing, fixing, affixing, foxing; vivacity, venison, evincing, vouchsafe, vixen, vexing; knapsack, unbosom, unfasten, infusing, enviously, animosity, unmask, namesake, enticing, noticing, undeceive, undecide, inducing, nonsuit, announcing, encasing, uncasing, incasing, annexing; Madison, imbecile, embossing, immensity, amnesty, monsoon, Munson, mincing, majesty, maxim, moccasin, Mexico, mixing; love-sick, laxity; reposing, rapacity.

WORDS OF TWO STEMS, WITH MEDIAL AND FINAL ESS-CIRCLES.

§ 445. Excuse, oxydize, Exodus, expose; Augustus, gasps; poisonous; besides, absence, baseness, business, obeisance; despise, dispose, disabuse, dismiss, discuss, disguise; isosceles; incense, niceness, nuisance; chastise, choiceness; Josephus, justice.

WORDS OF TWO STEMS, WITH INITIAL AND MEDIAL ESS-CIRCLES.

§ 446. Saxon, Saxony, sixty, succeed, sixth; sagacity; satisfy; seducer, seducing; spasm, specify, spicing, spousing, supposing; subside; soothsaying; sophism, sufficing, suffusing, Sing-Sing, singsong: sunset, sneezing; Samson; solicit, slicing.

WORDS OF TWO STEMS, WITH INITIAL AND FINAL ESS-CIRCLES.

§ 447. Scarce, sickness, sketches; sagacious; sadness; sageness: sparse, spacious; sauciness; safeness, suffix; swings.

EXERCISE IX.—[112–119.]

§ 448. [112] Cease, sauce, says, cess, siss, saucy, sissy, size, sighs, seize; [113] ask, askew, Osage, asp, espy, ossify, Asaph, eye-salve, assume; [114] Czar, zany, oozing, Isaac; [115] gassy, Gussie, goosy, Tasso, Odyssey, Odessa, Jessie, juicy, posse, abbacy, fussy, foci, massy, Macy, mossy, say, see, saw, so, sew, sow, papacy, intimacy, ecstasy, spicy, apostasy, gipsy, tipsy; cozy, daisy, dizzy, dozy, Josie, Pisa, posy, busy, boozy, fuzee, fuzzy, Vesey, mazy, muzzy, noisy, uneasy.

WORDS CONTAINING THE LARGE CIRCLE.

§ 449. [118, 119] Season, sausage, society, excessive, exist, exhaust, desist, decisive, possessed, possessive, possessing, abacist, Mississippi, necessary, necessity, successive; cases, kisses, causes, axes, access, axis, excess, accuses, gases, gazes, guesses, Agassiz, teases, tosses, daisies, doses, dozes, deuces, adduces, educes, choses, cheeses, chooses, sauces, ceases, thesis, theses, fasces, faces, phases, offices, effaces, Ephesus, fuses, vases, vices, voices, masses, maces, mazes, messes,

misses, mosses, Moses, musses, muses, amuses, nieces, noses, nooses, success, sexes, senses, census, suffices, supposes, spaces, spices. Capsize, colossus, taxes, Texas, devises, devices, apothesis, Anchises, emphasis, emphasize.

EXERCISE X.—[122–127.]

WORDS OF ONE STEM, WITH THE INITIAL ST-LOOP.

§ 450. [122, 125] Stack, stake, stick, stalk, stock, stoke, stuck, stocky, stucco, stag, state, stout, statue, staid, steed, stead, stowed, stud, stood, steady, stitch, stage, step, steep, stop, stoop, stab, stub, stubby, stithy, staff, stiff, stuff, stave, stove, Steve, sting, stung, steam, stem.

WORDS OF ONE STEM, WITH FINAL ST-LOOP.

§ 451. Cast, cased, kissed, cost, coast, accost, accused, gassed, gazed, guest, ghost, gust, aghast, august, August, teased, test, tossed, toast, dosed, dozed, dust, educed, adduced, chased, chest, choused, jest, gist, just, joist, joust, past, paced, posed, pest, paused, post, poised, appeased, opposed, based, beast, best, boast, bust, buzzed, boost, abased, abused, assessed, assist, assized, zest, fast, faced, feast, fist, foist, fused, effaced, effused, vast, vest, avast, nest, noosed, honest, noised, mast, massed, mist, missed, most, must, moist, mused, amazed, amassed, hissed, housed, hoist, yeast, used, waste, waist, west, wist, Wust.

WORDS OF TWO STEMS, THE LAST WITH A FINAL ST-LOOP.

§ 452. Copyist, chemist; egotist, agonized; outpost, utmost, text, taxed, outcast; deposed, debased, defaced, diffused, divest, advised, devised, demised, detest, deduced, adjust, digest; papist, upmost, pianist; abduced, boxed; espoused, thickest; fenced, fixed, affixed, foxed; vexed, evinced; unopposed, unappeased, unbiased, infest, enticed, noticed, induced, announced, unchaste, unjust, incased, encased, uncased, annexed; embossed, amethyst, minced, menaced, mixed.

WORDS OF ONE STEM, WITH INITIAL ESS-CIRCLE AND FINAL ST-LOOP.

§ 453. Sea-coast; spiced, spaced, supposed; sawdust, seduced; suggest; sophist, sufficed, suffused; psalmist, southeast; sneezed.

WORDS ENDING WITH THE STER-LOOP.

§ 454. [123, 125] Castor, coaster, taster, tester, toaster, duster, Chester, jester, juster pastor, pester, poster, boaster, faster, foster, waster, visitor, master, muster, waster; teamster, dabster, lobster,

gamester, bolster, Munster, monster, tapster; songster, sophister, sinister; taskmaster, postmaster [*pess-mester*], paymaster, minister.

WORDS ENDING WITH THE LARGE CIRCLE OR LOOP, WITH AN ESS-CIRCLE ADDED.

§ 455. [127] Excesses, accesses, successes, recesses, abscesses, possesses; casts, costs, coasts, accosts, ghosts, gusts, tests, toasts, chests, jests, posts, beasts, boasts, busts, assists, fasts, feasts, foists, vests, nests, masts, mists, hoists, wastes; castors, tasters, testers, toasters, dusters, Chester's, jesters, pastor's, pesters, posters, visitors, master's, musters.

EXERCISE XI.—[129–134.]

§ 456. [129, I.] She, shy, issue, sash [II., III.], Ashby, Ashantee, oceanic, Oceanica, cash, gash, gush, tush, dash, dish, Josh, pish, push, apish, bush, fish, gnash, Nash, mash, mesh, mush, hash, hush. [130] Tissue, pasha, bushy, fishy. [131] In the following words, when the sign for *sh* is to be written upward, it is italicised. Shake, shock, shook, shag, shaggy, shoddy, sheep, ship, shabby, *sh*eath, *sh*eathe, *sh*eaf, *sh*ave, *sh*eave, *sh*ove, Shawnee, shiny, sham, shame, Shem; Chicago, shocking, shaking, shank, shopping, shaping, *sh*aving, *sh*oving, shaming, shamming, *sh*eathing; shyness.

§ 457. [132] Alum, elm, Alamo, Alma, alike, elk, Olney, Illinois, Elihu, keel, kill, gall, goal, gull, guile, ghoul, tale, tile, toil, tall, toll, tool, dale, deal, dill, dell, doll, Odel, dole, dull, chill, jail, jill, jole, agile, pal, pale, pell, peal, peel, pill, Paul, pole, poll, pull, appall, opal, bale, bail, Beale, Beall, bill, Boole, bull, bile, boil, fail, feel, fell, fill, fall, foal, fool, file, foil, fowl, foul, afoul, vale, vail, veil, veal, vile, Neal, anneal, Nile, nell, knoll, male, mail, meal, mall, mill, mole, mile, mule. [133] La, lay, Lee, lea, law, low, loo, lieu, ale, eel, ill, all, isle, oil, owl, aisle, Eli, allow, alloy, alley; sail, sale, seal, sell, cell, sill, Saul, sole, soul, sol, soil, slay, slaw, slow, sly, slough, slew, sallow, Syall, silly, Sylla, Selah, sully; lass, lace, less, lease, lees, laws, loss, lose, loose, lies, lice, louse; ails, ells, eels, ills, aisles, alas, Alice, alleys, allies, allays, Ellis; saucily [*sis-lee*], Sicily.

§ 458. [133—II., IV.] Lack, lackey alack, lock, like, alike, lake, elk, luck, lucky, Lucca, leak, leaky, lick, Luke, look, lag, log, logy, lug, leg, league, latch, leech, lodge, Elijah, ledge, allege, elegy, liege, lap, Alp, lop, elope, leap, lip, loop, alibi, lobby, Elba, elbow, lobe, lash, lath, lathy, lithe, loath, Lethe, lathe, loathe, although, laugh, alpha, life, elf, loaf, luff, leaf, leafy, aloof, lava, Alva, live, alive, olive, lave, levy, love, leave, levee, Levi, live, Livy, ailing, lung, Oolong, lamb, llama, lime, lame, loam, loamy, loom, Lehigh, alway, always, lea-way. Commence the words lamp, lump, lumpy, limp, limbo, etc., with the downward *l*.

§ 459. [133, III.] Callow, galley, gaily, gully, tally, tallow, outlay, outlaw, outlie, dally, dolly, oddly, daily, Daly, delay, dilly, duly, Chili, chilly, July, jolly, jelly, Julie, Polly, Apollo, Paley, uplay, pulley, ballet, belie, by-law, Bailey, belay, bellow, belly, below, billow, bully, Beulah, shallow, Shiloh, shily, Shelly, shoaly, Sheelah, shilly, shally, Othello, follow, felly, fellow, valley, volley, villa, Nelly, Molly, Milo, Emily, mellow, mealy, Lilah, lowly, lily, rally, Rolla, Raleigh, Riley, ruly, hallow, hollow, holly, halo, hilly, wallow, waylay, willow, woolly.

§ 460. [134] Caleb, caliph, calash, colic, calico, colleague, gallop, Galena, Gallic, galling, outleap, tulip, outlive, italic, toiling, delve, dilemma, deluge, chilling, jalap, paling, pulp, pelf, pillage, apology, polish, Polish, Pollock, epilogue, peeling, appealing, appalling, piling, polling, pulling, bulb, bailiff, Bellevue, Balaam, belch, bilge, bulge, bilk, abolish, bulk, bulky, shallop, Shelby, Philip, film, filth, filthy, filch, vilify, vellum, mollify, Malta, milch, mileage, milk, milky, Moloch, Amalek, Malacca, Malaga, lullaby, lilac, Hal leck, hillock, hulk.

EXERCISE XII.—[135–137.]

§ 461. [135, I.] Arm, army, Aram, aroma, Eric, ark, arc, ergo, argue, orb, Oreb, herb, Arab, Araby, Irish, airing, are, air, airy, ear, era, Erie, or, ire, Ira, awry, array, err, oar, arrow, Iris, arise, erase, arose, Aries, arouse, arrest.

§ 462. [135, II.] Corps, cur, gear, gore, tar, tour, tower, tire, attire, tare, tear, tore, dare, door, adore, char, chair, chore, jar, ajar, giaour, gyre, par, pare, pear, pair, peer, pier, pyre, pore, purr, poor, bar, bare, bear, beer, bier, bore, boar, boor, Burr, sheer, fair, fare, fear, veer, liar, lower, leer, lore, sire, sour, soar, sore, sir, sewer, star, store, stir, steer, Cæsar.

§ 463. [135, III.] Ram, ream, rim, rhyme, Aram, Rome, rum, room, roomy, rheum.

§ 464. [136, I.] Rack, rock, rake, wreck, rook, wreak, rick, rag, rogue, rap, rape, reap, rip, ripe, rob, rib, rope, robe, rub, rash, rush, rouge, wrong, wrung, ring, rang, race, raise, rice, rise, rose, rouse, ruse, ruby, rupee, ruddy.

§ 465. [136, II.] Carry, curry, Carey, Cora, Geary, Gerry, gory, tarry, tory, terra, tyro, Darrow, dowry, dairy, Derry, chary, cherry, cheery, Jerry, sherry, thorough, fairy, ferry, fury, farrow, furrow, ivory, vary, narrow, marry, marrow, miry, morrow, merry, Mary, Murray, emery, Leary, Laura, Lyra, Lewry, Rarey, raree, Aurora, harrow, hurry, Yarrow, wary, weary, wiry, sorrow, sorry, Sarah, starry, story, Cicero.

§ 466. [136, III.] Wreath, writhe, reach, rich, Richie, wretch, roach, arch, archy, rage, ridge, urge.

§ 467. [137] Carp, curb, Caribbee, tardy, torch, outrage, Turk, turkey, dirty, dearth, dirge, doric, dirk, dirge, cherub, Cherokee, charring, Jerusha, Jericho [135, III., Jeremy, joram, Jeremiah]; porch, perch, parch, peerage, purge, perish, parish, Persia, pork, park, barb, birth, barony, birch, barge, bearish, barouche, Burke, bark, barrack, thorny, forage, fork, farrago, verify, verity, Verona, virago, Murphy, Martha, mirth, merino, March, merge, emerge, marsh, marshy, mark, murky, America, Horeb, harrowing, horrify, Hervey, Harvey, harangue, Europe, Europa, York, Yorick, worrying. Write Lyric, lark, luring, alluring, with the downward *r*.

EXERCISE XIII.—[139-155.]

EL AND ER HOOKS.

§ 468. [140, 141, 144] Write the signs indicated by the names kel, ker, gel, ger, tel, ter, del, der, chel, cher, jel, jer, pel, per, bel, ber, rel, rer, ish'l, ish'r, shel, sher, zhel, zher, sel, ser, zel, zer, thel, ther, dhel, dher, fel, fer, vel, ver, ing'l, ing'r, nel, ner, mel, mer, lel, ler, el'l, el'r, erl, er'r, hel, her, yel, yer, wel, wer; [145] kel, lee-kay; tel, lee-tee; der, ree-dee; fel, lee-ef.

WORDS OF ONE STEM, WITH AN EL OR ER HOOK.

§ 469. [147, 148, 151] Claw, cloy, clue, cry, acre, ochre, crow, crew; glow, ogle, glee, glue, gray, grow, augur, eager; tray, tree, Troy, try, utter, outer; idle, idol, draw, dry, dray, odor; play, plea, ply, apple, plough, pray, pry, prow; blow, blew, blue, able, bray, brew, brow; shrew, usher, Asher; azure; throw, through, threw, ether, author; either; fly, flay, flee, flew, flue, awful, offal, fry, fray, free, fro, offer, Ophir; evil, oval, every; honor, inner, owner; Emir; oral, error; [149] éclat, ugly, agree, outré, idly, apply, ably, Ezra. affray, overawe, inlay, unlay, only, orally, early, hourly.

A SIMPLE STEM FOLLOWED BY AN EL-HOOK SIGN.

§ 470. [152] Cackle, cockle, coggle, couple, cobble, cable, cosily, cavil, camel, kingly, kennel; goggle, giggle, gobble, gabble, gable, gavel, gunwale; tackle, tickle, toggle, tattle, title, tittle, total, totally, topple, table, tipple, tunnel, toughly; ducal, dapple, deploy, deeply, audible, audibly, dabble, double, doubly, devil; chuckle, chapel, cheaply, chiefly, channel; joggle, juggle; pickle, petal, paddle, peddle, puddle, poodle, papal, pupil, pebble, pebbly, pithily, panel, penal, pommel, pummel; buckle, boggle, bugle, battle, beetle, bottle, beadle, Bible, bauble, babble, Babel, bubble, busily, baffle, buffalo, bevel;

shackle, shuttle, shuffle, shovel; thickly, ethical, ethically, thoroughly; fickle, faddle, fiddle, fuddle, fable, feeble, feebly, affable, affably, final, finally, fennel, funnel; vocal, vigil, venal, venally, vainly, evenly; uncle, ankle, inkle, angle; knuckle, Nichol, noddle, nibble, Niblo, noble, enable, novel, anvil, animal; meekly, muckle, model, medal, meddle, muddle, Mitchel, maple, imply, employ, muzzle, muffle, mainly; likely, legal, legally, libel, label, lazily, lawful, lively, level, lovely, Longley, lonely; arable, ireful, arrival, auroral, oracle; regal, wriggle; Hackley, haggle, higgle, hopple, huddle; weakly, weekly, waggle, wiggle, wevil.

A SIMPLE STEM FOLLOWED BY AN ER-HOOK SIGN.

§ 471. Cookery, cougar, copper, caper, keeper, cooper, coffer, calmer; giver, gainer, gunner, gunnery, gallery; tawdry, teacher, taper, toper, Tupper, Tabor, tougher, tanner, tenor; ditcher, dodger, dapper, dipper, Deborah, defray, diver, Dover, dinner, donor; chowder, chaffer; Jeffrey, Jethro; pucker, pauper, piper, paper, pepper, popery, pusher, puffer, paver, pinery, penury; backer, bakery, bicker, Aboukir, beggar, beggary, betray, battery, buttery, Beecher, butcher, butchery, badger, banner, Abner; shaker, sugar, shaver, shiver; Oscar, astray; thievery; figure, fibre, foppery, fibber; vicar, vigor, voucher, voyager, viper, vapor, vainer; anchor, anger, angry; knocker, Niger, negro, injure, injury, neighbor, knavery enamor, nailer, nearer [*rer*]; mocker, mockery, maker, meagre, major, amber, umber, imbrue, mover, manner, manor, minor, meaner; lacquer, locker, liquor, lucre, lugger, ultra, ladder, lodger, labor, leper, lubber, leisure, loafer, laugher, lever, liver, livery, Oliver, lunar, lamer; arbor, armor, archer, archery, erasure; roguery, rigor, richer, reaper, robber, rubber, razor, ringer, wringer, wronger, rhymer, roamer, rumor, railer, reeler, rarer [*rer-rer*]; Hecker, heifer, hanger, Henry, hammer, horror [*er*]; euchre, yoker; walker, weaker, wicker, watery, wager, wafer, waver, winner.

IMPERFECT HOOKS BETWEEN STEMS.

§ 472. [153] Caudle, cuddle, cudgel, riddle, richly, ripple, Ripley, rebel, rabble; talker, taker, Tucker, outcry, tiger, tugger, dagger, digger, checker, chopper, cheaper, joker, jigger, jobber, jabber; causable, accusable, gospel, peaceful, peacefully, passively, passover, feasible, visible, visibly, risible, registry.

§ 473. [154] Bushel, facial, official, officially, apishly, rasher, rashly, dasher, initial, initially, pusher, fissure, fisher, fishery.

§ 474. [155] Curl, curly, pearl, pearly, moral, morally, beryl, Burril, barrel, furl, merely, barely, clearly, Merrill, mural, Tyrol, laurel, guarl, coral, corally, carle, girl.

EXERCISE XIV.—[156–169.]

SPECIAL VOCALIZATION.

§ 475. [156] Call, coal, cool, core, corps, cure, course, coarse, corse, cur, curse, curst, college, courage, colonel, calomel, colony, colonize, colonist, calumny, collect, correct; gargle, garner, gurgle, gulf; tell, till, torpor, terminate; durst, dear; cheer, cheerful, charger, Charles, charm, charming, churl, church; George, germ, germinate, journey, journal, jerk; appear, portray, partial, partially, parsimony, parsimonious, parable, paraphrase, purple, persevere, person, engineer, pioneer; burst, barber, barbarous; shawl, shell, share, sure, surest, surety, surer, sureness, sharp, sharper, sharpest, shark; assail; Thursday, thirst, thirsty; there, their, theirs; fill, full, fullest, fullness, follow, fulfill, falsity, falseness, falsifier, philosophy, philosophic, philosopher, felicity, figure, forge, forger, forgery, furthest; very, veriest, every, vulgar, verb, verbose, verbosity, verbal, averse; nail, knoll, nullify, nullity, near, nearest, nearness, Nelson, nor, enormous, Normandy, normal, north, anarchy, nerve, nervous, nurse, nourish, incur; mere, more, murmur, marvel, marvelous, mercury; lurch, lurk, learner, lull; oral; real, rail, release, rule, recur, recourse; hall, hail, hale, heel, hell, hill; yawl, yell, Yale; wile, wail, well, weal, war, wore, wire, wear, work.

CIRCLES AND LOOPS PREFIXED TO EL AND ER HOOK SIGNS.

§ 476. [158–162] Cycle, suckle, sickle, sickly, settle, subtle, saddle, sidle, satchel, sagely, supple, supply, sable, Sothel, safely, civil, civilly, small, smile, smell, school; seeker, sicker, sucker, succor, screw, Seager, straw, stray, strow, strew, satyr, setter, suitor, sadder, cider, solder, cedar, suture, sager, spray, spree, spry, sprew, sapper, supper, sipper, saber, sober, Cibber, seether, soother, safer, cipher, suffer, salver, savor, savory, sever, signer, saner, sinner, sooner, singer; suspire, sister; stalker, Stocker, stoker, sticker, stagger, stouter, stater, stutter, stitcher, stager, stopper, stupor, stooper, stabber, Stuber, state-room.

EL AND ER HOOKS AFTER THE ESS-CIRCLE IN THE MIDDLE OF WORDS.

§ 477. [158] Phthisical, disciple, display, disable, adducible, deceiver, destroy, tasker, descry, disagree, passable, possible, peaceable peacefully, paschal, poisoner, fusible, visible, vestry, vesper, mastery, massacre, masker, useful. [163] Extra, express, extreme, pastry, besieger, rostrum.

WORDS CONTAINING THE WAY-HOOK.

§ 478. [165, 166] Quack, quake, quick, quota, quip, quash, quoth, qualm, quail, quell, quill, queer, quarry, query; quiz, quest, twist, questor, querist; qualmish, quench, quickly; quibble, quackery, quaker, quarrel, quaver, quiver, quicker, quiddle; Quixote, quixotic. Squab, squabby, squall, squally, square, squire, squash, squaw, squeak, squeal, squib, squabble, squalor, squeeze; bequest, inquest, request, require, inquire, esquire.

WORDS COMMENCING WITH THE IN-HOOK.

§ 479. [168, 169] Unscrew, inscribe, unscrupulous, unstrung, inseparable, insuperable, insatiable, unsociable, uncivil, unsafely, unceremonious, unseemly, enslave, insoluble, unsalable.

EXERCISE XV.—[170–179.]

WORDS ENDING WITH THE EF-HOOK.

§ 480. [170, 172] Cough, calf, cave, cove, cuff, Gough, tough, doff, deaf, duff, chaff, chafe, chief, Jeff., Jove, pave, puff, buff, beef, rife, arrive, rave, rough, rove, reef, roof; riffraff; skiff, scuff, set-off, surf, serf; cliff, clove, cleave, bluff; crave, grave, gruff, grieve greeve, groove, drive, drove, prove, brave, brief, relieve, relief, strife, strove; starve.

WORDS OF ONE STEM, ENDING WITH THE EN-HOOK.

§ 481. [176, 178] Can [noun], con, kine, coin, cane, ken, cone, keen, kin, akin, coon; gone, gown, gain, again, gun; tan, ton, tine, town, attain, ten, tone, atone, tun, tune; Dan, dawn, don, down, dine, deign, den, Doane, done, Dean, Eden, din; chine, chain, chin; John, join, Jane, gin, June; pan, pawn, upon, pine, opine, pain, pen, pun, open, oppugn; ban, bane, Ben, ebon, bone, bun, bean, been, boon; shine, ashen, shone, shown, shun, ocean, sheen, shin; assign; thane, thin, Ethan; than, thine, then; fan, fawn, often, fine, feign, fen, fun; van, Vaughan, Avon, vine, oven, even; non, anon, nine, noun, known, none, noon; man, mine, main, men, amen, moan, omen, moon; Allen, lawn, line, loin, lane, Ellen, loan, alone, loon; iron, Aaron, arraign; urn, earn; ran, Rhine, rain, wren, roan, run; hen, hone, Hun; vawn, yon; wan, wine, wane, wen, one, won, wean, win.

WORDS OF TWO STEMS, THE LAST ENDING WITH THE EN-HOOK.

§ 482. Cocoon, kitchen, capon, cabin, coffin, canon, Canaan, canine, acumen, colon, Cologne, Koran, Cahoon; gammon; taken, to-

ken, tighten, outdone, Tappan, ottoman, talon, turn, outrun, tureen; deacon, detain, deaden, dudgeon, deepen, dobbin, domain, demon, demean, de laine, chicken, Chapin, cheapen; jejune, Japan; Pekin, pagan, patten, Patchen, pigeon, pippin, pennon; bygone, bacon, beckon, beacon, baton, batten, Baden, button, Bowdoin [pronounced Bōd'n], obtain, beaten, bitten, bidden; beachen; bobbin, baboon, Buffon, buffoon, benign, bowman, bemoan, balloon, barn, born, borne, Auburn, bourne, Byron, baron, barren; shaken, shapen, Sharon; aspen; thicken, thorn, Thorne; fatten, phæton, famine, foeman, felon, feline, foreign; villain, violin; noggin, anodyne, enchain, unchain, enjoin, unjoin, Nathan, uneven, unknown, unman; matin, mutton, madden, maiden, imagine, machine, muffin, mammon, Milan, Milon, malign, marine; liken, leggin, lagoon, Leyden, Aladdin, laden, leaden, olden, lichen, legion, leaven, eleven, linen, Lyman, laymen, lemon, Elgin; Oregon, Arragon, Urban, Roman, remain; reckon, raccoon, regain, rattan, retain, routine, redown, ordain, redden, origin, rejoin, region, rapine, ripen, repine, robin, Reuben, reassign, orphan, refine, roughen, raven, ravine, riven, renown; yeoman, yeomen; waken, awaken, weaken, wagon, widen, wooden, weapon, women.

EXERCISE XVI.—[176–178.]

WORDS OF THREE STEMS, THE LAST ENDING WITH THE EN-HOOK.

§ 483. Ichneumon, octagon, coachman, Camden, camphine, cameleon; guillotine; topman, tinman, automaton, Tarrytown, terrapin, turban; Donegan, dungeon, demijohn, dolphin; Chapman; Jacobin, Jonathan; popgun, puncheon, pumpkin, paladin, Puritan, pardon, paragon, penman; backbone, Abingdon, Babylon, bushman, bumpkin, Bolton, bulletin, Bourbon, baritone, Bergen, bargain; shopman; escutcheon; feminine; Vatican; Neptune, napkin, unbutton, unbidden, inborn, unborn, unbegun, environ; nem. con., unshaken; Michigan, Malden, marrow-bone, morphine, Marathon, margin, Morgan, monotone, maintain, mundane; low-born, Lebanon, leviathan, lin den, London; Alcoran, Alleghanian; Armenian, Arcadian; regimen, re-obtain, Rubicon, re-ordain; Horicon; Wakeman.

WORDS OF ONE STEM, COMMENCING WITH A CIRCLE AND ENDING WITH THE EN-HOOK.

§ 484. Scan, skein, skin; satin, Stein, Satan, Sutton, stain, stone stun; sadden, Sidon, sudden, sedan; span, spawn, spine, Spain, spun, spin, spoon, supine; Sabine; soften, syphon; savan, seven; salmon, Simon, summon, seaman; slain, saline, Solon, sullen saloon; serene, Syrian, syren; swan, swine, swain, swoon. Sustain [sis].

WORDS OF TWO STEMS, THE FIRST COMMENCING WITH A CIRCLE, AND THE LAST ENDING WITH THE EN-HOOK.

§ 485. Spoken, spavin, subjoin, sunken, sunshine, semitone, smitten, Solomon, sultan, sloven, sylvan, slacken, silken silicon, sermon, surgeon.

WORDS OF TWO STEMS, WITH MEDIAL CIRCLE AND FINAL EN-HOOK.

§ 486. Keystone, oxygen; Gascon, Augustine; Tuscan; destine, disdain, disjoin, discern; Jocelyn, jessamine, Josephine; piston; Boston, abstain, buskin; festoon, fustian; Vesuvian; Nazarene; muslin, Amazonian; Lisbon; ursuline; Ruskin; Haskin; Weston.

WORDS WRITTEN WITH KEL OR KER SIGNS ENDING WITH THE EN-HOOK.

§ 487. Clan, clown, clean; glen, glean; outline; plan, plain; blown; flown. Crown, Akron, crane, crone; grain, grown, green, grin; train; drawn, drown, drain, drone; churn; prawn, apron, prune; bran, brawn, brine, brown, brain; shrine; throne; frown.

WORDS WRITTEN WITH SKEL OR SKER SIGNS ENDING WITH THE EN-HOOK.

§ 488. Spleen; screen, strain, strown, strewn, Cedron, sojourn, sprain, southern, saffron, sovereign. Cistern [sis].

WORDS WRITTEN WITH A KEL OR KER SIGN, FOLLOWED BY AN EN-HOOK STEM

§ 489. Cloven, craven; glutton, gladden, griffin; triton, trodden, trapan, trepan, Tribune; dragon, dragoon, Dryden, drayman; chairman; German, juryman; plowman, platoon, plebeian, pertain, opportune; blacken, broken, brogan, Brighton, brighten, Britain, Briton, Aberdeen, Brahmin, Breyman, Bremen; flagon, African; overdone, overrun; Norman, Norton; Mormon; Herman; welkin.

WORDS WRITTEN WITH A SIMPLE STEM, FOLLOWED BY A KEL OR KER SIGN ENDING WITH THE EN-HOOK.

§ 490. Kedron, goblin; outgrown, tavern, decline, Dublin, doubloon, dethrone, chaplain, chaffern; javelin; chagrin; embrown; unblown, enthrone, enshrine, incline, unclean, uncrown; recline.

EXERCISE XVII.—[179–187.]

WORDS ENDING WITH STEM-SIGNS INSTEAD OF HOOKS.

§ 491. [179] Coffee, defy, chaffy, puffy, deify, edify, bevy, typify, turfy, gravy; Ooonee, coney, canoe; Guinea, Guiana, guano; tawny, Taney, tiny; Dinah, deny, downy, Dana; China, Cheeney; Ægina, Genoa. Jennie, jenny, Jonah, Juno; Pawnee, penny, pony, puny,

Pinney; bonny, ebony bony, Binney; shiny; assignee; zany; Fanny, fenny, funny, finny, viny, avenue, veiny, venue; ninny; manna, money, minnow, Mooney; Lion, Leon, Lena, luna; Olney, Illinois, Ulna, Ilion; Arno, irony, arena; rhino, Ranney, rainy, renew, Rooney; Hannah, honey; Yenni; winnow. Villainy, mutiny, felony alimony, ferny, thorny. Skinny, spiny, simony, stony. Briny, cranny. brawny, crony.

WORDS OF ONE STEM ENDING WITH THE SHUN-HOOK.

§ 492. [180, 182] Caution, action, auction, occasion, cushion; Titian, tuition; edition, addition; passion, option, potion; fashion, fusion, effusion; evasion, ovation, vision; unction; nation, notion; motion, emotion, mission, emission, omission; elation, lotion, elision, illusion, elusion, allusion; erasion, oration, erosion; ration, Russian; Hessian.

WORDS OF TWO STEMS, THE LAST ENDING WITH THE SHUN-HOOK.

§ 493. Occupation, caption, coalition, corrosion; gumption, ignition; tension, attention, attenuation, tertian; education, diction, adoption, diffusion, devotion, devision, donation, Domitian, admission, dilation, dilution, delusion, adoration, ejection, agitation, Egyptian, junction, gentian; potation, petition, optician, pension, pollution, portion; obtusion, abolition, abortion, aberration; ascension, association; faction, affection, fiction, function, Phœnician; vacation, vocation, avocation, eviction, Venetian, volition, volution, variation; inaction, enaction, annexion, negation; imitation, mutation, mediation, magician, ambition, immersion, mansion, mention, monition, munition, ammunition; location, election, legation, allegation, libation, elevation, alienation; eruption, irruption, erection, irrigation, arrogation; remission, reaction, rogation, rotation, irritation, refashion, revision

WORDS OF THREE STEMS, THE LAST ENDING WITH THE SHUN-HOOK.

§ 494. Cachination, coagulation, cogitation, capitation, cumulation; tactician, temptation; decoction, dictation, detention, detonation, dejection, adaptation, deputation, damnation, diminution; population, partition, perdition; abjection, abnegation, abomination, obtention; assignation, ossification, aspiration; affectation, fumigation; vegetation, variegation; incubation, undulation, infatuation, infection, invitation, navigation, inundation, nomination; machination, mechanician, imagination, imbibation, manumission; limitation, locomotion, elimination, elongation; eructation, rumination; ordination, rejection, repetition, repudiation, reapportion, refutation, revocation.

WORDS OF TWO STEMS, THE FIRST ENDING WITH THE ESS-CIRCLE, AND THE LAST WITH THE SHUN-HOOK.

§ 495. Exaction, execution, excitation, oxydation, exudation, expiation, exception; attestation; discussion, dissection, dispassion dissipation, deception, dissension, decimation, dismission, desolation, dissolution, desertion; gestation; absolution, bisection; assassination, fascination, visitation, vacillation, vastation; inception, insertion, insinuation; elucidation, laceration, ulceration; recitation, reception, resolution; hesitation.

WORDS WRITTEN WITH KEL OR KER SIGNS ENDING WITH THE SHUN-HOOK.

§ 496. Collision, appellation, oblation, ablution, affiation; creation, accretion, aggression, Grecian, iteration, attrition, duration, derision, operation, oppression, Prussian, apparition, abrasion, freshen, fruition, version, aversion.

WORDS OF ONE STEM WRITTEN WITH INITIAL CIRCLE AND FINAL SHUN-HOOK.

§ 497. Section, suction, citation, situation, suffusion, sanction; seclusion, secretion, saturation, separation, suppression; suspicion.

WORDS ENDING WITH THE ISHUN-HOOK.

§ 498. [187] Causation, accession, accusation. excision; decision; position, opposition, possession, appoaition; abscission; cessation; physician; recession. Proposition, preposition, pulsation, sensation, acquisition, inquisition, perquisition, disquisition, deposition, reposition, imposition, supposition, disposition, indisposition, transposition, exposition, succession, procession.

EXERCISE XVIII.—[188–200.]

WORDS ENDING WITH THE TER-HOOK.

§ 499. [188] Actor, cater, gather, gether, gutter, tatter, tetter, titter, tutor, t'other, daughter, doubter, debtor, chatter, patter, potter, pother, pewter, batter, better, bitter, butter, writer, rather; scatter, sector, spatter, sputter, sceptre, spitter, starter; clatter, clutter, glitter, idolater, platter, bladder, relater, relator; creator, Trotter, charter, prater, pretor, barter, breather, brother; strutter, Streeter.

ESS-CIRCLE ADDED TO FINAL HOOKS.

§ 500. [192] Calves, coughs, caves, gaffs, dives, panes, puffs, buffs, beeves, rives, arrives, roves, raves, reeves, roofs; shines, shuns, shins, assigns, thins, thanes, Athens, thence, fans, fawns, fines, fence, offence, fins, vines, veins, ovens, evince, nouns, nuns, mans, mines.

moans, immense, mince, lance, lines, loins, lanes, lens, loans, leans, loons, earns, arraigns, hence, hens, yawns, wines, once, wins; actions, auctions, cautions, occasions, cushions, additions, editions, passions, patience, potions, fashions, fusions, effusions, nations, notions, motions, emotions, missions, omissions, emissions, lotions, allusions, illusions, erasions, orations, rations, Hessians; actors, caters, gathers, daughters, chatters, writers, sputters, glitters, charters, barters. Occupations, captions, petitions, opticians, portions.

CIRCLES AND LOOPS ADDED TO THE STRAIGHT EN-HOOK SIGNS.

§ 501. [193] Cans, cons, canes, kens, cones, coons; gowns, gains, guns; tans, tines, towns, attains, tense, tens, tones, atones, tons, tunes; dance, dines, downs, dawns, dons, Danes, deigns, dense, dens, dunce, duns, deans, dins; chance, chains, chins; joins; pans, pawns, pines, pounce, pains, pence, pens, opens, puns; bans, bounce, bones, buns, beans, bins, boons; rounce, rains, runs, rinse. Kansas, tenses, dances, dunces, chances, pounces, bounces. Canst, against, danced, chanced, pounced, bounced, rounced, rinsed. Canister, punster.

WORDS IN WHICH THE ESS-CIRCLE MAY BE USED FOR ENS.

§ 502. [196] Transpose, transpire, transfuse, transfer, transfix, transverse, transmutation, transmission, transalpine, Transylvania, translucid, translation, transaction, transgress, Pennsylvania, chancel, chancellor, chancery, council. In the following words the *ens* may be fully expressed: dancing, prancing, trouncing.

WORDS IN WHICH THE ESS-CIRCLE IS JOINED TO ISHUN.

§ 503. [198] Accessions, accusations, decisions, positions, possessions, abscissions, physicians; transitions.

WORDS IN WHICH THE FINAL HOOKS ARE USED MEDIALLY.

§ 504. [199] Cover; toughen; divine, Devine, advance, defame, chafing; river; Canary, conic; gainsay; tanning, attaining, toning, tinning, tuning, attuning; Downing, dawning, dining, deigning, dinning; paunch, punch, pinch, punish, pawning, pining, paining, penning, opening, punning, oppugning; shining, shunning, shinning; assigning; thinning; fanning, fawning, fining, feigning, finish; vanish, evening; Monroe, manure; earning, ironing; running, raining; yawning; waning, winning. Occupancy, cabin-boy, cadenza; tokening, tightened, tightening, toughening, turnkey, turning; detaining, deadening, deepening, darning, adorning; cheapening; japanning; piquancy, paganish, potency, poppinjay, opulency; beckoning, battening, buttoning, obtaining, bemoaning; thickening;

vacancy; envenom; maligning; laconic, likening, leavening; reckoning, recoining, reddening, rejoining, repining, ripening, refining, roughening, ravening; awakening. Trench, training; drowning, draining, drainage, dronish, drench; planet, planning, plenty, plaiting, plunge; Blanche blanch, blench, branch, brownish, braining; frenzy, frowning, furnish; actionary, cautionary, auctioneer, cautioning, occasional, occasionally, occasioning; additional, additionally; optional; fashioning; visionary; national, nationally, notional; emotional, missionary, motioning; rational, rationally; provisional, professional, progressional, irrational, fractional, traditional, preventional. Processional, positional, propositional. Catering, caterer; gathering, gatherer, pattering, battering, sputterer; rhetoric.

EXERCISE XIX.—[201–210.]

WORDS OF ONE STEM WRITTEN DOUBLE-LENGTH.

§ 505. [201–210] Shatter, shutter, shooter, shudder; Astor, oyster, Esther, Easter; theatre; thither; fatter, fighter, after, father, fodder, fetter, feather, feature, future, fitter; voter; entire, anther, nitre, neither, nether, nature; matter, mitre, mutter, mother; latter, lighter, altar, loiter, later, letter, leader, leather, Luther; Arthur, order, orator; hatter, hater, hitter, hither; water, wider, waiter, wetter, wither.

WORDS OF TWO STEMS, THE FIRST WRITTEN DOUBLE-LENGTH.

§ 506. Easter-day, fathered, feathered, federal, futurity, natural, entirely, motherly, material, latterly, altering, loitering, orderly, hitherto, watering, withering.

WORDS OF TWO STEMS, THE LAST WRITTEN DOUBLE-LENGTH.

§ 507. Catheter; tender, tempter, tartar, tincture; diameter, diluter; chanter; janitor, gender, jointure, juncture; panther, puncture; bolter, falter, filter, vaulter; innovator, invader; molder, milder; laughter, ill-nature; rafter.

WORDS OF ONE DOUBLE-LENGTH STEM, WITH INITIAL ESS-CIRCLES.

§ 508. Softer, sifter, saunter, centre, senator, sunder, smatter, smother, Sumter, scimeter, smoother, psalter, soldier, saluter, Sartor, sweeter.

WORDS OF ONE DOUBLE-LENGTH STEM, WITH AN INITIAL EL OR ER HOOK.

§ 509. Shoulder, shorter, assaulter, assorter, asserter; flatter, fluter, flitter, fritter; verdure; narrator; moulder, martyr; larder, halter, holder; Walter, wilder, welter.

WORDS ENDING WITH DOUBLE-LENGTH STEMS, HAVING FINAL HOOK, CIRCLE, OR LOOP.

§ 510. [208] Founder, thunder, asunder, wonder, yonder, hinder, slender, flounder, inventor; [209] matters, oysters, mothers, cylinders, assenters, wanders.

EXERCISE XX.—[212–220.]

WORDS OF ONE SIMPLE STEM WRITTEN HALF-LENGTH.

§ 511. [212–218] Act, cat, caught, cot, cawed, cod, kite, coit, cowed, Kate, Cade, ached, coat, code, cut, cud, keyed, eked, kit, kid, coot, cooed, cute; gad, got, God, gout, gate, get, egged, goat, goad, gut, good; tat, taught, Todd, tight, tide, toyed, tote, towed, tut, teat, tit, toot; dad, dot, Dodd, died, doit, doubt, date, debt, dead, dote, deed, did, dewed; chat, Choate, cheat, chit, itched, chewed; jot, aged, jet, jut; pat, apt, pot, pout, pate, aped, pet, peat, pit, put; bat, abbot, bought, bot, bite, about, bate, abate, bet, abet, boat, obit, beat, beet, bit, boot, Bute; shad, shot, shod, shied, shout, shade, shed, shoat, showed, shut, sheet, shoot; iced, oust, east; eased, oozed; thought, thawed; fat, aft, fought, oft, fight, fate, fade, fed, feet, feed, fit, foot, food, afoot, feud; vat, vied, vowed, void, vote, viewed; gnat, aunt, naught, gnawed, not, knot, nod, night, knout, neighed, net, end, note, node, nut, neat, need, nit; mat, mad, might, Mott, mate, made, aimed, met, mote, mode, mud, meat, mead, mit, mid, moot, mood, mute, mewed; lad, light, lot, loud, lout, late, laid, ailed, led, load, old, leet, lit, lead, lid, lute; art, aired, erred, arrayed; rat, rot, right, rout, write, wrought, rate, rote, wrote, rut, writ, root; hat, hot, hight, Hoyt, hate, hut, heat, heed, hit, hid, hoot, hood, hewed; yacht; wight, wide, wait, weight, wade, weighed, wet, wed, weed, wit, wood.

WORDS OF TWO STEMS, THE SECOND WRITTEN HALF-LENGTH.

§ 512. [220] Kited, cadet, catched, couched, caged, capped, copied, occupied, caput, kept, coped, cupped, cooped, Cupid, cubit, Ichabod, cashed, Connaught, aconite, calmed, camped, comet, coiled, combed; guided, goaded, gouged, guaged, gashed, gushed, ignite, gamut, gamed, gummed, go-ahead; tacked, tact, attacked, tagged, talked, tucked, tugged, ticket, ticked, attached, touched, two-edged, tapped, topped, Thibet, tepid, tipped, tippet, outbid, toothed, tithed, teethed, timed, tamed, teamed, timid; docked, docket, dyked, decked, duct, ducat, educate, edict, dogged, digged, ditched, dodged, digit, adapt, adopt, dabbed, daubed, adept, debate, dubbed, dipped, depute, duped, dashed, dished, dammed, damned, admit, deemed,

doomed, delight, dilate, dealt, dolt, adult, dilute, dulled, doled, dart, adored, dirt; chalked, checked, choked, chatted, cheated, chided, chapped, chopped, chipped, chimed, champed; jacket, jock-eyed, joked, eject, jagged, jogged, jotted, agitate, jutted, jaded, Egypt, gibbet, jobbed, gibed, giant, agent, jammed; packed, packet, pecked, poked, piqued, picked, Pict, appetite, patted, potted, padded, pated, petted, petit, pitted, pitied, putid, patched, poached, pitched, paged, upshot, pushed, epithet, pivot; backed, balked, baked, bucked, bucket, beaked, booked, bagged, bogged, begot, begged, beget, bigot, batted, betide, bitted, bodied, bated, baited, abated, abetted, ebb-tide, bedded, boded, budded, beaded, bedewed, botched, beached, budged, budget, abashed, bow-shot, bethought, bathed, buffet, befit, banged, bunged, beamed, boomed, behead; shocked, shucked, shotted, shouted, shadowed, shaded, shopped, shaped, shipped, sheathed, shaft, shift, shaved, shoved, sheaved, shammed, Ashmead, shamed, ashamed; asked, ousted, estate, astute, escheat, espied, ice-boat, associate, assumed; thicket, thatched, theft; fatted, fated, fetid, fitted, footed, faded, fetched, fidget, fobbed, fibbed, officiate, fanged, famed, fumed; avoided, evaded, voted, vetoed, vapid, vitiate, vivid; enact, uncaught, knocked, naked, uncut, nicked, untaught, untied, knotted, noted, netted, nodded, endowed, unaided, ended, needed, indeed, undid, endued, notched, enjoyed, unapt, nipped, nabbed, nibbed, gnashed, initiate, nauseate, unthawed, unfit, invite, unavowed, invade, envied, unannoyed, innate, unknit, unmade, inmate, unweighed; ingot; mocked, maggot, matted, mated, emptied, meted, imitate, emitted, omitted, mooted, matched, imaged, mapped, mopped, moped, mobbed, imbued, mashed, emaciate, methought, method, mouthed, Moffatt, moved, maimed; lighted, allotted, alighted, elated, lauded, elided, laded, leaded, loaded, latched, latchet, lodged, alleged, lapped, lappet, eloped, looped, elbowed, lathed, loathed, laughed, loft, aloft, elevate, left, leafed, lift, laved, levied, loved, leaved, lived, longed, linnet, alienate, alamode, lamed, limit, lolled, lulled; erect, arrogate, argued, orbit, Orient, armed, rammed, rhymed, remote, roamed, remit, rimmed, Ararat; react, racked, racket, rocked, rocket, raked, wrecked, ragged, rugged, air-tight, righted, rotted, routed, rated, rotate, rooted, arched, wretched, reached, rigid, urged, rapped, wrapped, rapid, repaid, repeat, reaped, ripped, repute, rabbet, robbed, rabid, rebate, rebut, robed, rubbed, ribbed, rushed, earthed, wreathed, writhed, refit, refute, rivet, reviewed, wronged, runnet, renewed, roiled; hacked, Hackett, hawked, hooked, hated, heated, hooted, headed, hatched, hitched, hedged, hashed, hushed, hummed, hemmed; yoked; walked, waked, awaked, wicket, wicked.

EXERCISE XXI.—[212-220.]

WORDS OF TWO STEMS, THE FIRST WRITTEN HALF-LENGTH.

§ 513. [220] Cottage, codify, octave, octavo, active, acting, coating, cutting, cotton, kidney, academy, actual, actually, cattle, kettle, acutely, actuary; gadding, guiding, getting, gotten, godly, goodly; idiotic, detach, dotage, detail, auditor, auditory, editor, detour; Chatham, chiding; jading, edge-tools; optic, paddock, poetic, potato, pottage, potash, pettish, epitaph, epitome, aptly, patly; betake, bedeck, betook, beautify, bottom, bedim, badly, bodily; ascetic, acidity, ascetify, ousting, esteem; azotic; footboy, fattish, fetich [sh], fatal, fatally, fitly, futile, fatting, fighting, feeding, fitting, footing; avidity, avoiding, evading, voting, vital, vitally, victual; antic, antique, untidy, entity, night-dew, notify, native, Anthony, knotting, knighting, omitting, noting, netting, nutting, knitting; mattock, emetic, midday, modish, amative, motive, modify, madam, medium, motley, metal, medley; lighten, lighting, letting, lightly, lately, little, lottery; erratic, oratory, oratorio, retire, rotary; retake, retouch, ratify, rotten, written, retina, retinue, rotting, writing, routing, rating, rooting; headache; waiting, wedding, wetting, wettish.

WORDS OF THREE STEMS, THE LAST WRITTEN HALF-LENGTH.

§ 514. [220] Coacted, cockpit, cock-fight, cocoanut, coagulate, cogitate, cajoled, copyright, cabbaged, coveted, accumulate, corroded; goblet, gifted, gimlet, gilded, ignited; ticketed, typified, tongue-tied, tenant, tomtit, tumult, Talbot, tilted, torpid, turbot, turbid; docketed, dictate, addicted, deject, depict, adapted, adopted, deputed, debated, debited, deathbed, denoted, demi-god, admitted, damaged, admired, demerit, demurred, delighted, dilated, diluted, deluded, deluged, delved, darted, derided, dirtied, derogate; checkmate, chanted; jackboot, Jacobite, jointed, jolly-boat, jolted, jilted; pocketed, picketed, populate, punctuate, piloted, pulpit, polluted, pillaged, pirated, paraded, uprooted, perched, parachute, parapet, purified, pervade, perished; backbite, becalmed, bigoted, Bagdad, bedaubed, object, buffeted, befitted, obviated, abnegate, benighted, bonneted, bayoneted, balloted, belched, barked, barbed, berated, bearded, boarded, baronet, barefoot; shipmate, shifted; escapade, escaped, escalade, aspect, aspired, associated, assimilate; affected, effected, fatigued, officiated, fathomed, fainted, finitude, founded, offended, funded, folded, filched, forded, afforded, ferry-boat, forebode, forethought, forfeit, forefoot, fervid, farmed; evacuated, vacated, vegetate, vitiated, vivi-

fied, vaunted, vented, vaulted, valved, evolved, vilified, velvet, variegate, verified; enacted, anecdote, uncaged, engaged, inoculate, unpacked, neap-tide, unpitied, unpolite, unappalled, Newport, unbaked, unbegot, unabated, unabetted, unshocked, unsheathed, unfitted, unfaded, unfelt, unfold, enfold, invited, innovated, invaded, unavoided, inviolate, invalid, unveiled, novitiate, unenvied, anointed, unendowed, unenjoyed, unmoved, animated, Nimrod, unmatched, unasked, unarmed; machinate, magnate, magnet, embodied, imbedded, embalmed, ambulate, emaciated, mandate, minded, emanated, mended, amended, managed, eminent, imminent, mimicked, malted, melted, moulded, mildewed; market, marked, merited, marched, merged; elected, located, alphabet, lifeboat, ill-fated, lifted, elevated, alleviated, lavished, elongate, long-boat, landed, launched, alienated, alarmed; erected, eructate, arrogated, irrigated, armpit, rhomboid, removed, remitted, remedied, armlet, rummaged; reacted, recheated, rechecked, reject, repeated, reputed, repelled, repealed, report, repaired, rebated, rebutted, refitted, refuted, roughshod, ravaged, revived, ravished, reviled, rented, renovate, rounded, ranged, wrenched, rarefied; hack nied, Huguenot, hinged, haunted, hunted, hinted, handed, Hamlet, halibut, horrified, horded, hornet; warded, awarded, worded.

WORDS OF THREE STEMS, THE FIRST WRITTEN HALF-LENGTH.

§ 515. [220] Caoutchouc, catfish, actively, cat-nap, catnip, kidnap, academic, catalogue; godlike, goodfellow; tutelage, tutelar; detaching, detailing, pedagogue, pettifog, Potomac, epidemic, petrify, putrefy; bedecking, bedtime, bootjack, bedimming, bedlam, butler, bedroom; obduracy; esteeming, austerity, ostrich; footpath, fetlock, fattening; nightcap, notebook, notifying, nativity, nettling, indicting, undoubting; madcap, modicum, midship, modifying, modeling, meddling, middling, Matilda; literati, lightning, lightening; artillery; retaking, ruta-baga, retouching, ratifier, ratifying, rattling, retailing, rotunda; headlong; woodchuck, Woodbury, wedding-day, wedlock.

EXERCISE XXII.—[212-220.]

WORDS OF THREE STEMS, THE SECOND WRITTEN HALF-LENGTH.

§ 516. [220] Captive, capital, capitally, cupidity, coveting, collating; igniting; talkative, ticketing, tepidity, timidity, timidly, iterative, iterating; addicting, dictum, dactyl, ductile, doggedly, adoptive, delighting, dilating, diluting, Doolittle, dilatory, darting, dirting; ejecting, genitive, gentle, gently, jolting, jilting; pocketing, picketing, pomatum, piloting, pelting, polluting, palatal, politely, palliative, appellative, portico, portage, parting, pirating, uprooting;

begotten, begetting, buffeting, befitting, obviating, ablative, balloting, bolting, belting, billeting, belittle, abortive; shifting, shemitic, Chantilly; associating, asafœtida, asthmatic, oscillating; officiating, fiftieth, fanatic, phonetic, fumatory, affiliating, furtive, fortuity; vantage, vintage, vitiating, vividly, Vandal, vaulting, violating; inactive, enactive, enacting, inaptly, nauseating, initiating, initiatory, infatuate, unfading, unfitting, infidel, inviting, invading; emaciating, emulative, emulating, melting, mortal, mortally, myrtle; elliptic, lift ing, elevating, alleviating, lunatic, alienating; archetype, erecting, erectly, arrogating, eruptive, remotely, aromatic, rheumatic, ornately, oriental, ornating; reacting, racketing, rectify, reactive, ruggedly, rapidity, rapidly, refitting, refuting; hecatomb; wickedly.

WORDS OF FOUR STEMS, THE LAST WRITTEN HALF-LENGTH.

§ 517. [220] Coagulated; tabulated, talented, turpitude, torchlight; decocted, decapitate, dejected, depopulate, depicted, demerited, demanded, demented, dominant, admonished, diminished, dilapidate, delineated, deranged, derogated; checkmated; pickpocket, poet-laureate, populated, uplifted, purport; abnegated, Benedict, abominated, balconied, barbecued; shipwrecked; fomented, effeminated, fumigated, fire-bucket; variegated; unattempted, intimated, inducted, indurated, enchanted, injected, unpolluted, unpurified, unbeloved, unbolted, unbarbed, unbearded, unfatigued, unfathomed, enfiladed, infuriated, unfounded, unoffended, inviolated, invalidate, invented, unavenged, navigated, unembalmed, unembodied, unmerited, New Market, unmarked, unentombed, unengaged; manifold, milkmaid, manipulate; Lockport, litigated, eliminated, lamented; remanded, reminded, ruminated, remnant; reported.

WORDS OF FOUR STEMS, THE FIRST WRITTEN HALF-LENGTH.

§ 518. [220] Kidnapping; didactic, dedicatory; opodeldoc, petrifying, paternity; bed-wrench; photologic: unadjudged, indignity; metallurgy.

WORDS OF FOUR STEMS, THE THIRD WRITTEN HALF-LENGTH.

§ 519. [220] Cock-fighting, cumulative, accumulative, accumulating, coagulating; tabulating, torpidity, turbidity, turgidity; depicting, dogmatic, daguerreotype, delineating, demeriting; populating, epileptic; abruptly, barricading, abnegating; factotum; variegating; inductive, undulating, unpolitely, injecting; ambulating, marketing, market-day; alphabetic; rejecting, arithmetic, repeatedly, reputedly, reporting.

WORDS WRITTEN WITH TWO HALF-LENGTH STEMS.

§ 520. [220] Cottaged, cutlet; godhead; dedicate, deduct, detect, detached, deadlight, deadhead; adjudicate, agitated; petticoat, Pawtucket; abdicate, abduct, bedecked, beatitude, beautified, bottomed, bedimmed, obdurate, bedrid; estated, ascetified, astound, estimate, steemed; footpad, affidavit; evident, victualed; intact, unattacked, antedate, antidote, nightshade, notified, intimate, intent, intend, intonate, entailed, untold, nettled; medicate, meditate, mediated, modified, midnight, modulate, moderate; ultimate, latitude, lightfoot, lightened, literate; eradicate, retort, retard, retired; reattacked, retouched, ratified; hot-head, hotbed; woodcut.

WORDS OF THREE STEMS, THE FIRST TWO WRITTEN HALF-LENGTH.

§ 521. [220] Titillating; dedicating, detecting; abdicating, obdurating, obdurately; astounding; evidently; indicative, indicatory, indicating, individual, intending, intently, intimately; medicating, mitigative, mitigating, mutilating, modulating, moderating; ultimatum, ultimately; retaliating, retaliative, retaliatory.

WORDS OF THREE STEMS, THE LAST TWO WRITTEN HALF-LENGTH.

§ 522. [220] Cogitated, capitulate; gelatinate; packet-boat, portent, portend; abjudicate, obliterate; inaptitude, unindebted, inundated, Nantucket; martinet; legitimate; rectitude, rectified, repudiated.

WORDS OF THREE STEMS, THE FIRST AND LAST WRITTEN HALF-LENGTH.

§ 523. [220] Kidnapped; dedicated, detected, dead-lift; petrified, putrefied; abdicated, abducted, obdurated, bedlamite; estimated, astounded, astonished; indicated, unadapted, unadopted, intended, untinged, undefiled, indelicate; medicated, mitigated, modulated, mutilated; eradicated, retorted, retarded; retaliated.

EXERCISE XXIII.—[212–220.]

WORDS WRITTEN WITH A HALF-LENGTH STEM WITH AN INITIAL ESS-CIRCLE.

§ 524. Sacked, scat, scout, Scott, skate, sect, soaked, sucked, scud; sagged; cited, sighted, sated, seated, suited; sodded, sided, sedate, ceded; spat, sapped, spout, spot, spite, spade, sped, speed, spit, sipped; sobbed; satiate; seized, sized; seethed, soothed; soft, sift; salved, saved, civet; signed, sand, sound, snout, sonnet, saint, sent, scent, snowed, sunned, sinned, synod; smite, smote, smut, summit, summed, seemed; slat, salt, slight, slide, soiled, slate, Celt, slut, slayed, sled.

sold, sleet, slit, sealed; sort, soured, sired, sword, surd, seared; sweat, sweet, swad, swayed, Swede.

WORDS WRITTEN WITH A HALF-LENGTH STEM WITH A FINAL ESS-CIRCLE.

§ 525. [218] Acts, cats, cots, coats, coots; gads, gates, gets, goats, goods; tights, tides; dots, doubts, dates, debts, deeds; chats, chits; jots, juts; pats, pots, pates, pits, puts; bats, bites, bates, boats, beats, boots; shads, shouts, shoots; ousts, assets; thoughts; fights, fates, fades, feeds, fits, feuds; voids, avoids, evades, votes; gnats, nights, nods, nets, ends, notes, nodes; mats, mates, meats, moods; lads, lights, lots, lets, lauds, loads, leads; arts; rats, rates, roots, writs; hats, hights, hates, heads, heeds, hits, hoots; yachts; Watts, waits, wades, wets, weds, weeds, wits, woods.

WORDS WRITTEN WITH A HALF-LENGTH STEM WITH INITIAL AND FINAL ESS-CIRCLE.

§ 526. [218] Scouts, skates, sects, scuds, spats, spots, spouts, spites, spades, speeds, spits, satiates, sifts, sands, sounds, snouts, sonnets, saints, scents, smites, smuts, summits, slats, salts, slights, slides, slates, sleds, sleets, sorts, swords, surds, sweats, sweets, Swedes.

WORDS WRITTEN WITH A HALF-LENGTH STEM WITH INITIAL ST-LOOP.

§ 527. Stacked, stalked, stocked, staked; statute, stated; studded, studied; stitched; stopped, stepped, steeped, stooped; stabbed, stubbed; stuffed; staved, stoved; stemmed, steamed; stalled, styled, stilt, steeled, stilled; start, starred, stared, stored, stirred, steered.

WORDS OF TWO STEMS, THE FIRST HALF-LENGTH, AND THE SECOND WITH FINAL ESS-CIRCLE.

§ 528. [220] Acuteness, Cadmus, cutlass; godless, goodness; tit mouse; judicious; Patmos, optimus, epitomize; thoughtless; foot-pace, fatness, fitness; intense, neatness, endless, needless, meat-ax, madhouse; lightness, lateness; artless, retires, Artemus; artifice writings; headless, heedless; utilize; wattles, wideness, weightiness, wetness, witness, wittiness.

WORDS OF TWO STEMS, THE SECOND HALF-LENGTH, AND THE FIRST WITH INITIAL ESS-CIRCLE.

§ 529. [220] Scouted, skated, scotched, sketched, scaped, skipped, scooped, scathed, succumbed, schemed, skimmed; Cygnet; spiked, spatted, spotted, spited, spouted, spaded, speeded; subdued, submit; satiated; sifted; snaked, sneaked, snagged, sainted, sanded, sounded, snatched, singed, snapped, snipped, snubbed, snuffed, sniffed; smack-

ed, smoked, smutted, smashed, smoothed, slighted, salted, solitude, slated, saluted, slouched, slapped, slopped, sloped, slept, slipped solved, slammed; circuit, surrogate; sorted, surtout, sordid, searched, surged, surfeit, surveyed, serenade; swept, swabbed, swathed, swashed.

WORDS OF TWO STEMS, WITH MEDIAL ESS-CIRCLE, AND SECOND STEM HALF-LENGTH.

§ 530. [220] Casket, cascade, execute, accosted, excited, coasted, exceeded, accept, except, accent, cozened, castled, excelled; exact, gazetted, gasped, exiled, exalt, exult, gaslight, exhort, exert; tasked, tusked, tasted, tested, attested, testate, toasted, tasseled; dissect, dusted, decided, despite, despot, dissipate, dispute, disobeyed, diseased, disavowed, deceived, designed, descend, disowned, decent, dismayed, decimate, desolate, dissolute, desired, desert, disarrayed, dissuade; chastened, chestnut, chiseled; jested, jostled; apostate, pasted, posted, pacified, poisoned, peasant; basked, basket, bisect, biscuit, besotted, basted, boasted, bestowed, bestud, beseeched, besieged, absent, abscind, obsolete, absurd; assassinate, assisted; thousand; fasted, foisted, feasted, fisted, phosphate, fascinate, fastened, pheasant; vested, visited, vacillate, viscerate, eviscerate; insect, incited, unsated, instead, unseated, unsuited, insipid, insatiate, unsift, unsaved, unsigned, unsound, unsent, innocent, insinuate, nestled, insert; Muscat, musket, misguide, mistaught, misdate, misdeed, messmate, macerate; lasted, lassitude, elicited, elucidate, lisped, lessened, listened, loosened, laccrate, ulcerate; arrested, resumed; rescued, risked, recited, restate, rested, rusted, receipted, receded, rasped, respite, rosebud, received, resigned, resound, resent, recent, rescind, reasoned, resolute, result, wrestled, resort; husked, hoisted, hasted, hesitate, housemaid; wasted, wizard.

WORDS OF TWO STEMS, THE FIRST HALF-LENGTH WITH INITIAL ESS-CIRCLE.

§ 531. [220] Scottish, succotash, skittish, scouting, skating, scudding; speedily, spittle; satiating; sifting, softly; Santiago, cenotaph, Santa Fé, sounding, sending, soundly, saintly; sometime, symptom, cemetery; salting, slighting, saluting, sultana, slightly, psaltery, solitary, salutary; sorting; sweating, sweetly.

EXERCISE XXIV.—[212–220.]

WORDS WRITTEN WITH ONE HALF-LENGTH EL-HOOK SIGN.

§ 532. Clad, clawed, clot, clod, Clyde, clout, cloud, clewed; glad, glide, glade, gloat, glowed, glut, ogled, glued; addled, idled; plat, plaid, applaud, plot, plod, plight, plied, applied, ploughed, plate, played. plead; blot, blight, blade, bled, bloat blood. bleat bleed;

assault, assailed; flat, flawed, flight, flout, flayed, fled, float, flowed, flood, fleet, flit, flute; unlade, unload, inlaid, inlet; malt, mailed, melt, omelet; relied, relate, ruled; halt, hailed, held, hold, heeled; velled, yield; wild, wailed, wield, wilt.

WORDS WRITTEN WITH ONE HALF-LENGTH ER-HOOK SIGN.

§ 533. Acrid, cried, crout, crowd, crate, Croat, crowed, Crete, creed, crude; augured, great, grate, grade, greet, grit, greed; trot, trod, trite, tried, trout, trait, trade, tret, tread, uttered, treat, treed; dried, drought, adroit, dread; Pratt, operate, pride, proud, prate, preyed, prude; brat, brad, brought, broad, abroad, bright, bride, braid, bred, breed, brit, brute, bruit, brewed; shroud, shred, ushered, shrewd; assort, assert; threat, thread, throat; fraught, fraud, fright, fried, affright, offered, freight, frayed, afraid, fret, effort, freed, fruit; overt; honored, inwrought, unwrought, unread, inroad, enroot, unroot; lord; hard, heard, herd; yard; ward, word.

WORDS WRITTEN WITH ONE HALF-LENGTH EF-HOOK SIGN.

§ 534. Coughed, caved, cuffed; Taft; doffed, dived; chaffed, chafed, achieved; puffed; abaft; raft, reft, reefed, rift, roofed, raved, roved.

WORDS WRITTEN WITH ONE HALF-LENGTH EN-HOOK SIGN.

§ 535. Cant, canned, conned, kind, count, account, coined, Kent; gaunt, gained, Ghent; tanned, taunt, tined, taint, attaint, attained, tent, attend, toned, atoned, tint, tinned, tuned, attuned; daunt, dawned, donned, dined, deigned, dent, don't, dunned, dint, dinned; chant, chained; jaunt, joint, joined, gent; pant, pawned, pond, pint, pined, pound, point, appoint, paint, pained, pent, penned, append, opened, pinned, oppugned; band, bond, bind, bound, abound, bent, bend, boned; shan't, shined, shunned, shinned; assigned, ascent, ascend; thinned; fanned, fawned, font, fond, find, found, faint, feigned, fend, offend, fund, fiend; vaunt, avaunt, vent, event, vend; 'noint, anoint; manned, mind, mount, amount, mound, meant, mend, amend, moaned; land, lined, island, lent, lend, loaned, leaned, lint, Lind; arrant, ironed, around, arraigned, errant, errand, earned; rant, rand, rind, round, rained, reigned, rent, rend, runt; hand, haunt, hind, hound, hunt, honed, hint; yawned; want, wand, wind, wound, waned, went, wend, won't, weaned, wind.

WORDS WRITTEN WITH ONE HALF-LENGTH SHUN-HOOK SIGN.

§ 536. Cautioned, auctioned, occasioned, cushioned; patient; fashioned, efficient, ancient; motioned.

WORDS WRITTEN WITH ONE HALF-LENGTH TER-HOOK SIGN.

§ 537. Catered, accoutred; gathered; tattered, tottered, tittered, tutored; chattered; pattered, pottered, pewtered; battered, bettered, buttered, bothered.

EXERCISE XXV.—[212-220.]

WORDS OF TWO STEMS, THE FIRST A HALF-LENGTH EL OR ER HOOK SIGN.

§ 538. Clouting, clouding, crowding, crudely; gladly, gliding, gratify, gratuity, greatly, grating, grading, greeting; adroitly, Adriatic; partake, partook, prodigy, prudish, operative, proudly; brutish, breadth, brutify, Bradley, broadly, brightly; shrouding, shredding, shrewdly; assorting, asserting, ascertain, assaulting; threading; flattish, floating, flooding, flitting, fluting, flatly, fleetly, flotilla, fretting; virtual; enlighten, analytic; enrooting, unrooting; lordly; relating, overtly, relative; hardly.

WORDS OF TWO STEMS, THE SECOND A HALF-LENGTH EL-HOOK SIGN.

§ 539. [220] Cackled, coddled, cudgeled, couplet, coupled, cobbled, caviled, kenneled; goggled, gobbled; tackled, tickled, tattled, titled, toppled, tippled, tablet, twofold, tunneled; dawdled, dad dled, dappled, dabbled, deployed, doublet, doubled, deviled, Donald; chocolate, chuckled, chaplet; ejaculate, joggled, juggled; pickled, paddled, peddled, peopled, piebald, puzzled, panneled, penult; shackled, shipload, Sheffield, shuffled, shoveled; thick-laid; fiddled, fabled; angled, unclad, knuckled, unclewed, include, unapplied, enabled, nibbled, enameled; muddled, implied, employed, muzzled, muffled, moonlight; Leopold, libeled, labeled, Eliphalet, leveled; Arnold; wriggled, riddled, replied, rippled, replete, ribald; haggled, higgled, huddled, hatcheled, hobbled; waggled, wiggled, waddled.

WORDS OF TWO STEMS, THE SECOND A HALF-LENGTH ER-HOOK SIGN.

§ 540. [220] Co-operate, cupboard, cashiered, covert, collared, colored; Egbert; autocrat, tapered, itinerate; decried, decorate, decreed, dickered, degrade, Detroit, deterred, dotard, depart, deport, defraud, deferred, defrayed, advert, divert; checkered; jeopard, generate; patriot, putrid, powdered, papered, peppered, upbraid; beggared, begird, betrayed, obtrude, butchered, abjured, bannered; sugared, shivered; escort, astride, aspirate; figured, favored; evaporate, vibrate, venerate; anchorite, anchored, angered; incurred, ingrate, niggard, untried, untrod, entreat, intrude, undried, injured, unbraid, inbred, inebriate, insured, unthread, unoffered, inferred, invert, unhonored, enamored; migrate, emigrate, immigrate,

mitered, Madrid, imbrute, imbrued; lacquered, liquored, elaborate, Albert, leopard, liberate, ill-bred, labored, low-bred, Alfred, Leverett; orchard; recurred, regard, regret, retreat, retread, Richard, Rupert Robert, reynard, rumored; haggard, hatred, hybrid, hovered, hammered; watered, wagered, withered, wavered

WORDS OF THREE STEMS, THE FIRST A HALF-LENGTH EL OR ER HOOK SIGN

§ 541. [220] Cartridge, cartilage, courtship, cradling; gladdening, gratifying; treadmill; prototype, predatory; birdlime, bread-room; ascertaining; threatening; flattening, frightening, fertility; enlightening.

WORDS OF THREE STEMS, THE SECOND A HALF-LENGTH EL OR ER HOOK SIGN.

§ 542. [220] Co-operative, correlative; degrading; generative, generating; patriotic, paralytic; venerating; unthreading, unfertile; migrating, migratory, emigrating, major-domo, impliedly; lucrative, elaborately; recording, recreating, recruiting, recreative, regarding, regretting.

WORDS OF THREE STEMS, THE THIRD A HALF-LENGTH EL-HOOK SIGN.

§ 543. [220] Camblet; tumbled; dimpled, dial-plate; jumbled; panoplied, pimpled, pamphlet; assembled; fumbled; uncoupled; unbuckled, unshackled, enfeebled, unfurled, inveigled, unemployed, unhumbled; embattled, manacled, mantled, mumbled; life-blood, remodeled, rumpled; repeopled.

WORDS OF THREE STEMS, THE THIRD A HALF-LENGTH ER-HOOK SIGN.

§ 544. [220] Cuthbert, cumbered; degenerate, democrat; packthread, punctured, penetrate, pampered, Pomfret; bombard, belabored, beleaguered; ash-colored, shipboard; faltered, filtered, filtrate, fingered, foundered; uncolored, unbetrayed, unfettered, unfavored, invigorate, inveterate, unanchored, uninjured, unmannered, manœuvered, meandered, Milford; lectured, lucubrate, lapboard, ill-favored, Lingard, Lombard, lumbered; arbitrate, rampart, remunerate; recuperate, revigorate, regenerate.

EXERCISE XXVI.—[212–220.]

WORDS OF TWO STEMS, THE FIRST A HALF-LENGTH EN-HOOK SIGN.

§ 545. [220] Kentucky, countess, counting, accounting, canting, canter, counter, candor, condor, country; attentive, taunting, tainting, attainting, tending, tinting; daunting, denting, identity, identify; chanting; jaunting, jointing; Pontiac, appendage, pent-up, pontiff, panting, pointing, appointing, pounding, painting, pending, append-

ing, pander, ponder, pointer, appointer, painter; bandage, bondage, binding, bounding, abounding, bending, Benton, banter, binder, bender, boundary; assenting; authentic; fiendish, phantasy, finding, founding, fainting, fending, offending, funding, fountain, Fontenoy, phantom, fondly, faintly, finder, founder, fender, offender, foundry; vaunting, vending, vender; Montague, maintop, minding, mounting, amounting, mending, amending, mountain, meantime, mender, Monterey; landing, lending, lender, laundry; ranting, rounding, renting, rending, random, rental, ranter, rounder, render; haunting, hunting, hinting, haunter, hunter, hinter; yonder; winding, wending, wounding.

WORDS OF TWO STEMS, THE LAST A HALF-LENGTH EN-HOOK SIGN.

§ 546. [220] Cogent, occupant, cabined, coffined, corned, current, careened; gammoned, augment, gallant; tokened, outbound, talent, torrent, tyrant, turned, iterant; depend, deepened, demand, adamant, diamond, demeaned, darned, adorned; jocund, japanned, gerund, peccant, piquant, patent, potent, pedant, pageant, payment, opulent, appellant, Poland, upland, parent, apparent; beckoned, beaconed, battened, buttoned, obtained, obtend, obedient, beau-monde, bemoaned, burnt, burned; ascant, Iceland; foment; vehement, violent; unkind, enchant, enchained, unchained, unjoint, enjoined, unopened, unpinned, unbind, unbound, unbent, unbend, unshunned, unassigned, unfound, unfeigned, infant, invent, unmanned, unearned, unurned, unweaned; maddened, imagined, ambient, moment, emollient, maligned; likened, elegant, legend, elephant, Oliphant, Levant, leavened, lenient, lament, aliment, element, ailment; arrogant, Ormond, remind, remount, Raymond, remend; recant, recoined, recount, reckoned, regained, retained, ardent, redound, rejoined, urgent, regent, ripened, reappoint, repent, rebound, riband, refined, refound, refund, renowned; Hammond, highland, Holland, Howland; wakened, awakened, weakened, warrant.

WORDS OF THREE STEMS, THE FIRST A HALF-LENGTH EN-HOOK SIGN.

§ 547. [220] Cantoning, kindlier, kindling; gondolier; attentively, tendency; identifying; Pentateuch, pointingly, pendency, pantomime, Pindaric, panderer; bandaging, bountiful, bountifully, abandoning, banterer, bantering; vauntingly; Montevideo, Montezuma, mountaineer; landlady.

WORDS OF THREE STEMS, THE SECOND A HALF-LENGTH EN-HOOK SIGN.

§ 548. [220] Cogently, currently; augmenting, gallanting, gallantly, gallantry; Atlantic, outlandish; decanter, depending, demanding;

jocundity, jocundly, gigantic; piquantly, patenting, potently, pedantic, pedantry, opulently, parental, parentally; obtending, obediently; Icelandic; fomenting, fomenter, Philander; vehemently, violently, valiantly, Valentine, volunteer, voluntary; encounter, enchanting, unbinding, unbending, unauthentic, infantine, unoffending, infantile, inventive, inventing, inventory; momentum, momently, nomentary; elephantine, lamenting, alimentary, elementary; arrogantly, remanding, reminding; recanting, recounting, retentive, rotundity, redounding, reappointing, repenting, rebounding, refinding, refunding; highlander, Hollander.

WORDS OF THREE STEMS, THE LAST A HALF-LENGTH EN-HOOK SIGN.

§ 549. [220] Gourmand; tegument, attachment, tangent, tamarind; document; judgment, pigment, pardoned; big-boned, bail-bond, bellyband, Belmont, burdened, bareboned; shipment, chaperoned; esculent, aspirant; Falkland, feculent, fumigant; vagabond, vigilant; uncurrent, endowment, unadorned, enjoyment, unapparent, unobtained, unbuttoned, unbemoaned, unburnt, New Zealand, environed, unimagined, New Holland, unweakened; maintained, omniscient, militant; ligament, lodgment, Lapland, elopement, lambent, allurement; argument; Rockland, redolent, Rhode Island, arch-fiend, regiment, repetend, repayment, repellant, rubicund, reobtained, re-foment, re-illumined, reordained, harpooned.

EXERCISE XXVII.—[212–220.]

WORDS WRITTEN WITH HALF-LENGTH SKEL OR SKER SIGNS.

§ 550. Suckled, sickled, seclude; settled; saddled, sidled; supplied, split; sabled. Sacred, succored, secrete, secret; stride, straight, strayed, strode, strut; soldered; sprat, sprout, sprite, separate, spread; sabered, sobered; ciphered, suffered; savored, severed; summered, simmered; sward.

WORDS WRITTEN WITH HALF-LENGTH EL OR ER HOOK SIGNS WITH FINAL ESS-CIRCLE.

§ 551. Clots, clouts, clouds; glides, glades, gloats, gluts; plats, plaids, applauds, plots, plods, plights, plates, pleads; blots, blights, blades, bloats, bleats, bleeds; assaults; flats, flights, flouts, floats, floods, fleets, flits, flutes; unloads; melts; relates; halts, holds; yields; wilds, wields, wilts. Crowds, crates, creeds; grates, grades, greets, grits; trots, trods, traits, trades, treads; droughts, dreads; operates, prides, prates; brats, brads, brides, braids, breeds, brutes; shrouds, shreds; assorts, asserts; threats, threads, throats; frauds,

frights, affrights, freights, frets, efforts, fruits; inroads, unroots; lords; herds; yards; wards, words.

WORDS WRITTEN WITH A HALF-LENGTH EF OR EN-HOOK SIGN WITH INITIAL ESS-CIRCLE.

§ 552. Scoffed, skiffed. Scant, scanned, second, skinned, sickened; stand, stained, stent, stoned, stunt, stunned, stint; saddened; spanned, spawned, sapient, spent, spend; softened; cement, summoned; slant, silent, salient; surround.

WORDS WRITTEN WITH A HALF-LENGTH EF OR EN HOOK SIGN WITH FINAL ESS-CIRCLE.

§ 553. Taft's; rafts, rifts. Cants, kinds, counts, accounts; taunts, taints, attaints, tents, tends, attends, tints; daunts, dents; chants; jaunts, joints, gents; pants, ponds, pints, pounds, points, appoints, paints, appends; bands, bonds, binds, bounds, abounds, bends; ascents, ascends; fonts, finds, founts, faints, fends, offends, fiends; vaunts, vents, events, vends; anoints; minds, mounts, amounts, mounds, mends, amends; lands, lends; rants, rents; hands, haunts, hounds, hints; wants, wands, winds, wounds, wends, winds.

WORDS WRITTEN WITH A HALF-LENGTH EN-HOOK SIGN WITH INITIAL AND FINAL ESS-CIRCLE.

§ 554. Seconds; stands, stents, stunts, stints; spends; savants; cements; slants; surrounds.

WORDS WRITTEN WITH A HALF-LENGTH SHUN OR TER HOOK SIGN WITH ANY INITIAL MODIFICATION.

§ 555. Sufficient, sanctioned. Scattered; spattered, sputtered. Clattered, cluttered; glittered; tortured.

WORDS WRITTEN WITH A HALF-LENGTH EL OR ER HOOK SIGN ENDING WITH THE EF OR EN HOOK.

§ 556. Cleft, bluffed; craft, craved, graft, graved, grieved, aggrieved, grooved, draft, derived, drift, adrift, proved, approved, braved. Cleaned, crowned; gland, gleaned, grant, grand, grind, ground, aground, groaned, grunt, grinned; trained, Trent, truant; drowned, drained; plant, planned, pliant, plaint, planed, print, pruned; bland, blonde, blind, blent, blend, blunt, brant, brand, brained, brunt; shrined; throned; flaunt, flint, front, affront, frowned, friend.

WORDS WRITTEN WITH A HALF-LENGTH SKEL OR SKER SIGN, ENDING WITH THE EF OR EN HOOK.

§ 557. Strived. Splint, suppliant. Screened; strained; sojourned: sprained.

WORDS WRITTEN WITH A HALF-LENGTH EL OR ER HOOK, ENDING WITH THE EF OR EN HOOK AND ESS-CIRCLE.

§ 558. Clefts; crafts, grafts, drafts, drifts; glands, grants, grinds, grounds, grunts, truants, plants, prints, blondes, blinds, blends, blunts, brands, flaunts, flints, fronts, affronts, friends.

WORDS WRITTEN WITH TWO STEMS, THE SECOND A HALF-LENGTH SKEL OR SKER SIGN.

§ 559. Exclude, execrate, custard, exploit, explode; descried, desecrate, discreet, distraught, dastard, desiderate, displayed, disabled, deciphered, dissevered, dishonored; gestured; pastured, postured, pestered; bastard, bestride, bestrode, bestirred, bestrewed, bowsprit; fostered, festered; unsupplied, unsplit; massacred, mastered, mustard, misapplied; illustrate.

WORDS OF TWO STEMS, THE FIRST A HALF-LENGTH EL OR ER HOOK SIGN WITH THE EF OR EN HOOK.

§ 560. [220] Grafting; drafting, drifting. Clinton; granting, grinding, grunting, grandam, grandly, grander, grantor, grinder; plaintive, plaintiff, plenteous, planter, planting, plantain, plunder, printing, printer; blandish, blinding, blending, blunting, blindly, bluntly, brandish, branding; flaunting, frantic, fronting, affronting, frontal, friendly, frontier.

WORDS OF TWO STEMS, THE SECOND A HALF-LENGTH EL OR ER HOOK SIGN WITH THE EF OR EN HOOK.

§ 561. [220] Deprived, depraved, engraved, unproved, unapproved, improved, retrieved, reprieved, reproved. Caverned; ignorant; tea-plant; declined, dethroned; befriend; chagrined; vagrant; England; inclined, uncrowned, untrained, unpliant, enshrined, enthroned; implant, emigrant, immigrant, imprint, embrowned; ill-trained; reclined, re-grant, replant, reprint, refrained; hydrant.

EXERCISE XXVIII.—[212-220.]

MISCELLANEOUS WORDS COMMENCING WITH A HALF-LENGTH SIMPLE STEM.

§ 562. Cottager, October, category; Godfrey, good-humor, guttural; doubtable, dutiable, dutiful, doubtfully, editorial; judicial, judicially,

judiciary; optical, poetical, poetically, pedigree, pitiable, pitiful, pettishly, Potiphar; abatable, boatable, beautiful, beautifully; thoughtful, thoughtfully; fitful, fitfully; evitable, vitriol; nautical, inaudible, inaudibly, integer, notable, notably, needful, needfully, antler; medical, medically, mediocre, imitable, mutable, metaphor, mutineer, maidenly; laudable, laudably; artful, artfully, ordinary; article, radical, radically, ridicule, rightful, rightfully; hateful, hatefully. Catiline, cotillion; Pitman; abdomen; footman; madman, Madeline, medallion; return, retaken. Photograph. Academist; optimist, epitomist, epitomized; footpost, fatalist; untaxed. Judiciously, optimism, epitomizing; thoughtlessly; fatalism, feudalism; videlicet, evidencing; intensity, intensive, intensely, endlessly, needlessly; mettlesome; artlessly; heedlessly. Photography. Activeness; godliness, goodliness; pettishness; ofttimes; antiqueness, indecorous, indigenous, antipodes; Matamoras, modishness, midships; littleness; rottenness. Academical, academically, kidnapper; judicatory; battledore, abdominal, butterfly; sheet-anchor; estimable, estimably, antipodal, entangle; metrical, metrically, madrigal, modifiable; oratorical, oratorically, eradicable; artificial. Titulation, detection, dedication; abdication, abduction; estimation; indication, intention, intonation; mitigation, medication, meditation, modulation, moderation, ultimation; eradication, redemption; retention, retaliation.

MISCELLANEOUS WORDS ENDING WITH A HALF-LENGTH SIMPLE STEM.

§ 563. [220] Clothed, clouted, clotted, clouded, clutched, clapped, clipped, yclept, clubbed, clashed, climate, acclimate, climbed, claimed; glided, glutted; plucked, plagued, plugged, pledged, plaudit, playmate, plummet, plumed; blacked, blocked, blockade, obligate, blotted, bloated, bloodied, blotched, bleached, obliged, blushed, beloved, blamed, bloomed; fledged, flapped, flopped, flipped, fly-bite, flea-bite, flashed, fleshed, flushed, fluent, affluent, effluent, flamed; unlocked, inlocked, unlicked, unlooked, unlighted, unloaded, unlatched; related. Credit, accredit, crotchet, crouched, crept, crabbed, crashed, crushed, cravat, crammed, crawled; grated, graduate, grudged, griped, groped, grouped, grabbed, grubbed, granite, grimed, growled; tract, attract, tricked, trudged, trapped, tripod, trepid, tripped, attribute, tribute, trimmed, trailed, trilled; dragged, drugged, drudged, dropped, draped, dripped, drooped, drubbed, dry-shod, drummed, dreamed, drawled, drilled; apricot, pricked, prigged, prated, approached, preached, appreciate, private, provide; abrogate, brigade, braided, broached, breached, brooched, bridged, Bridget, brushed, breathed, brevet, abbreviate, broiled; shrieked, shrugged, shrouded, shrift, shrived; assorted; threaded, throbbed, thrashed, threshed, thrift, thrived, thrummed, thralled,

thrilled; thereabout; freighted, fretted, freshet, framed; overdid, averaged, overjoyed, overpaid, overbid, overshot, overshoot, overlaid, overload; unrigged, enriched, enraged, enwrapped, unwrapped, nourished, enwreathed, unwreathed, enervate, nerved, unrivet, enrolled. unrolled, unrenewed. Crosscut, clasped, classified, closeted, crisped, crucified, christened, crescent; grasped; trusted; pleasant, prosecute, precept, preceded, proceeded, perceived, present, presumed, prisoned blasted, blazoned, blossomed, brisket, breasted, Bristed, bracelet; thirsted; flasket, frosted, frisket; enlisted, unloosened, unreceived. Cataract, cabriolet; declaimed, declared, decrepit, degraded, deplored, duplicate, depredate, deprecate, defrauded, derelict; Juggernaut, jeoparded, generated; upbraided; beclouded, begirded, begrimed, betrothed; fabricate; evaporated, vibrated, venerated; unclouded, included, uncrowded, incorrupt, encroached, ingratiate, indirect, unbraided, unbreached; embarked, imprecate, implicate, implored, embroiled; lubricate, elaborated, liberated; recruited, regarded, regretted, reclaimed, reproached. Coincided, canceled, counseled; garrisoned; Italicized, tinseled; detested, digested, deposited, divested, devastate; backslide, obfuscate; far-sighted, felicitate; vaccinate, evanescent, Vincent; unexcited, untasted, unpacified, undecided, undeceived, indecent, undismayed, undesigned, unassisted, nonsuited; ambuscade, emancipate; life-estate, luxuriate; recusant, ransacked. reinstate. Deponent; patented, potentate, unfinished, envenomed reappointed, repented, rebounded. Acclimated, clinched, clenched. craunched, cringed, corrected; grafted, aggregated, granted, grounded; truncate, trinket, attracted, trenched, attributed; preoccupied, propitiate, approbated, profited, provided, pervaded, promoted, permitted; brickbat, abrogated; flirted, flinched, fluctuate; overshadowed; unredeemed, unremitted, enervated, unlimited. Scapegoat; spoliated, sported, sponged; submitted, subjugate; suffocated; cemented; selected, slanted; surfeited, survived. Stockaded; stagnate; stipulate, stupefied; stunted, stinted, staunched; stimulate; stilted; star-light; started, starched.

EXERCISE XXIX.—[212–220.]

MISCELLANEOUS WORDS WITH MEDIAL HALF-LENGTH SIMPLE STEMS.

§ 564. Skeptic; saturating; seductive; spoliating, sportive, sporting, supporting, suppurating, spirting; smelting, simulating; sordidly Cogitable; ignitable; adaptable, debatable, dubitable, idiomatical admittable; particle, piratical, pictorial, Portugal, pathetical, portable, part-owner; Baltimore; esthetical; fanatical, phonetical; vegetable, veritable, vertical, vintager; unpitiful, unpoetical, inevitable, unavoidable, unthoughtful, unartful; emphatical, methodical, Morti-

mer; elliptical, limitable; remediable; reputable, refutable. redoubtable. Ecliptic, chromatic; aggravating; attracting, attributive; dramatic, directing, directly; appreciating, profiting, providing, privately, primitive; obligating, abrogating, abbreviating; thriftily; affluently, fluently, flirting; verbatim; energetic. Doggedness, dirtiness; geodetics, gelatinous; politeness, uprightness; shiftless; astuteness; vividness, vortex, vertex; nakedness, unfitness; mortalize; lividness, limitless; erectness, aeronautics; raggedness, ruggedness. Executing, ecstatic, occipital, accenting, cosmetic; exacting, exactly, executive, exerting; dissecting, decidedly, despotic, deceptive, decently, dissenting, desolately, dissolutely, desolating, deserting; puissantly; bisecting, besottedly, absenting, abscinding, absolutely, absurdity; assassinating; thousandth; fascinating; unstately, insipidity, insipidly, unsoundly, innocently, incentive, uncertain, inserting; misguiding, masoretic; lacerating; resounding, resenting, rescinding, resulting, resolutely.

MISCELLANEOUS WORDS COMMENCING WITH A HALF-LENGTH EL OR ER HOOK SIGN.

§ 565. Critical, critically, credible, credibly; gladiator, grateful, gratefully; Druidical, dreadful, dreadfully; political, politically; protocol, prodigal, prodigally; bread-tree, brutishly; fraudful, frightful, frightfully, fretful, fretfully, fruitful, fruitfully, fruit-tree; vertebræ; analytical, analytically, enlightener. Coldness, accordance, crudeness; gladness, greatness; bloodless, brutalize; shortness, shrewdness; ascertains; flatness, fleetness, fruitless; inertness; hardness, heartless.

MISCELLANEOUS WORDS ENDING WITH A HALF-LENGTH EL OR ER HOOK SIGN.

§ 566. Cradled, curdled, crippled, Crawford, cornered; agglomerate, gargled, gurgled, Gertrude, grappled; trickled, tripled, troubled, treasured, trifled, traveled; draggled, drabbled, dribblet, dribbled; placard, pilfered, preclude, preterit, portrayed, protrude, Pritchard, perjured, appropriate; blackguard, blubbered, braggart, broidered; shriveled; Ethelbert, throttled, threshold; flattered, flavored, flanneled; everglade, verberate; unlettered, unlabored, unleveled, unraveled, unrivaled, unriddled; murdered, murmured. Scabbard, scaffold; stickled, stifled, stabled; snarled; slaughtered, slobbered, celebrate, silvered, slivered; circulate, circlet, sour-crout; swaggered.

MISCELLANEOUS WORDS ENDING WITH A HALF-LENGTH EN-HOOK SIGN.

§ 567. Extant, extent, extend, accident, occident, expand, expound, expend, casement, excellent; examined; descant, discount, destined.

distend, distant, disdained, disjoint, disjoined, despond, disappoint. disband, dismount, discerned; abscond, abstained, basement, abasement; assistant, assessment; effacement; visitant; unscanned, unskinned, unstained, instant, unsaddened, incident, unspent, incipient; miscount, amazement, amusement; Rosamond; resident, respond, recipient, resonant, Rosalind; husband. Claimant, Clement; agreement; trapanned, trepanned, torment, Tremont; dragooned; applicant, pertained, pretend, prudent, profound, profaned, purloined, prurient; blackened, brigand, brightened, brilliant flippant, Fremont; Vermont; unleavened, unreckoned, unrefined harkened.

MISCELLANEOUS WORDS WRITTEN WITH TWO HALF-LENGTH STEMS.

§ 568. Cultivate, credited, accredited, curtained, curtailed; glutinate, agglutinate, gratitude, gratified; trident, triturate; chartered; product, protect, predicate, predict; bloodshot, bloodshed, blood-red, blood-root; ascertained; threatened; flat-foot, fleet-foot, flattened, fortified; frightened; verdant; enlightened, inertitude; hardened. Catamount; Jutland; pediment, Piedmont, petulant, upturned; abdicant, abatement, abetment, butment, abutment; indigent, ointment, knight-errant; mitigant, allotment, lieutenant; returned, rudiment; redolent, hide-bound, head-band, headland; woodland. Bloodwort, bright-haired, trade-wind, assortment, sentiment, photographed, stereotyped.

EXERCISE XXX.—[212–220.]

WORDS IN WHICH T OR D IS WRITTEN WITH THE STEM-SIGN INSTEAD OF BY HALVING.

§ 569. [221] Coact, caulked, cocked, caked, coquette, kicked, cooked, cockatoo, cockade, gagged, judged, popped, poppet, piped, puppet, peeped, pipped, bobbed; lacked, locked, liked, locket, looked, lagged, logged, lugged, legged; cracked, correct, cricket, charged, propped, probed. [223] Catgut, Categat, octagon, catacomb, catechise, catechumen. [234] Carried, corrode, curried, gullied, Gilead; tallied, tarried, torrid, tirade, outride; dallied, Adelaide, deride, Jared, pallid, pillowed, parried, parade, borrowed, buried, burrowed, charade, ferried, furrowed, mellowed, married, moneyed, honeyed.

WORDS IN THE PAST TENSE WRITTEN WITH A FULL-LENGTH AND A HALF-LENGTH SIGN, THE PRESENT TENSE BEING WRITTEN WITH A SINGLE HALF-LENGTH SIGN.

§ 570. [224] Acted, coated, guided, goaded, chatted, cheated, jotted, jutted, patted, potted, pated, petted, pitted, pitied, shouted.

shadowed, fatted, fitted, voted, noted, matted, allotted, lighted, righted, rotted, rated, rooted, hated, heated; skated, spotted, spited, spouted, speeded, spitted; clotted, clouded, glutted, platted, plighted, plotted, applauded, pleaded, blotted, bloated, bloodied, assaulted, flatted, flouted, floated, flitted, flooded, fluted; grated, greeted, graded, prated, prided, bruited, braided, brooded, shrouded, asserted, threaded, fretted, enrooted, unrooted, lorded; secluded; sprouted, separated; tainted, attainted, tinted, attended, daunted, dented, pointed, appointed, painted, pounded, bonded, assented, ascended, planted, printed, blinded, blended, blunted, branded.

WORDS WRITTEN WITH FINAL TED OR DED DISJOINED.

§ 571. [225] Dotted, doubted, dated, doted, deeded, treated, dreaded.

WORDS WRITTEN WITH FINAL HALF-LENGTH ISS STRUCK UPWARD.

§ 572. [226] Fashionist, factionist, visionist, elocutionist, canonist, opinionist.

MEDIAL VOWELS AFTER HALF-LENGTH STEMS.

§ 573. [227] Anticipate, anticipated, anticipation, intestate, antecedent, antispasmodic; active, octave, betake, betook, bedeck, bedim, antique, esteem, retake.

WORDS IN WHICH A TEE OR DEE STEM MUST BE USED, BEING FOLLOWED BY A VOWEL.

§ 574. [228] Quito, caddy; gouty, gaudy, giddy, goody; toto, tattoo, tutti, toddy, tidy, to-day, Teddy, toady, outdo; data, doughty, oddity, Doty, ditty, ditto, duty, daddy, dowdy, Dido; chatty, Chitty; jetty, jutty, Judea, Judah; patty, petty, pity, Paddy, Pedee; bateau, Betty, booty, beauty, bawdy, Biddy, bedew; chateau, shoe-tie, shadow, shoddy, shady; fatty, fady; veto, vide; natty, naughty, knotty, aunty, untie, unto, into, annuity, noddy, endow, Oneida, needy, niddy, undue, matty, amity, motto, mighty, meaty, mida, meadow, May-day, muddy, moody; Lottie, alto, Alida, lady, Lodi; aorta, rowdy, ready, Rhoda ruddy, reedy; Hattie, haughty, Hayti, Haidée, heady. Notice, entice bodice, abduce, deduce, reduce.

WORDS WRITTEN WITH A FINAL HALF-LENGTH, THOUGH ENDING WITH A VOWEL.

§ 575. [229] Cavity, causality, captivity, casualty, actuality, activity, carnality, credibility, corruptibility, acclivity, quantity, cruelty, signality, gravity, totality, stability, tangibility, disability, durabil-

ity, debility, divisibility, depravity, declivity, disloyalty, charity, jocularity, penalty, puberty, possibility, plausibility, specialty, partiality, plurality, prodigality, superficiality, personality, spirituality, probability, proximity, superiority [*sep-rert*], proclivity, susceptibility. brutality, brevity, barbarity, authority [*thrd*], faculty, frugality, fatality, fidelity, facility, futility, frailty, faulty, vocality, venality, vitality, vulgarity, severalty, inability, nobility, sensibility, individuality, neutrality, infidelity, sincerity, insincerity, morality, immorality, materiality, immateriality, mortality, immortality, mutuality, mutability, locality, legality, illegality, liberality, illiberality, laterality, legibility, illegibility, loyalty, liberty, sterility, regality, reality [*relt*], rationality, irrationality, regularity, hospitality, utility, uberty.

WORDS WRITTEN WITH FINAL HALF-LENGTH EL AND ER STEMS.

§ 576. [235] In this exercise the letters that are to be written with upstroke stems are italicized. Coiled, culled, keeled, killed, co*ll*ate, ca*r*at, ca*r*rot; galled, gulled, gu*ll*et; toiled, tolled, tilt, tilled, toi*l*et, tart, tired, attired, tarred, tu*r*ret; doled, dulled, dealt, di*l*ate, di*l*ute, dart, dirt, adored; chilled, charred, cha*r*iot; jolt, jilt, Ju*l*iet, jarred, jeered; appalled, piled, pelt, paled, polled, pealed, appealed, pulled, pa*ll*et, pa*l*ate, Pi*l*ate, pi*l*ot, po*l*ite, pe*ll*et, appe*ll*ate, epaule*tt*e, po*ll*ute. pu*ll*et, apa*r*t, pi*r*ate, up*r*ight, up*r*oot, po*r*t, peered, pa*r*ed, pou*r*ed; bald, boiled, bailed, bolt, ba*ll*ot, bu*ll*et, bard, board, beard; filed, foiled, failed, felt, felled, fold, field, filled, fooled, fulled, fo*l*iate, fi*ll*et, affi*l*iate, fired, fo*r*t, fe*r*ret; vault, availed, vailed, vio*l*ate, vio*l*et, veered; mould, mulled, ma*ll*et, ma*ll*eate, amu*l*et, emu*l*ate, mu*ll*et, ma*r*t, ma*r*red, mi*r*ed, me*r*it, moored; Ha*ll*ett

EXERCISE XXXI.—[236–246.]

WORDS WRITTEN WITH THE DOUBLE-VOWEL SIGNS.

§ 577. [240] Hurrahing, naïveté; payee, wheyish, weighing, saying, paying, baying, obeying, neighing, laying, allaying, arraying, clayey, laity, gayety, grayish; being, seeing, feeing, deify, deity, deist, keying, Æneid, albeit, agreeing; hygeist; Iago, Guiana; Hiero, opiate, apiary, aviary, palliate, foliage, ferriage, variate, deviate, create; hygiene, alliene, minutiæ; area, cassia, acacia, alluvia, alias, piazza, mania, filial, mammalia, malaria, menial, maniac, ethereal, labial, lineal, elegiac, Paphia, Pavia, Miami, Ethiopia, Ianthe, Lybia, Eliab, Livia, Olivia, Arabia, Ophelia, Amelia, Delia, Adelia, dahlia, Gallia, Peoria, Iberia, Assyria, Celia, Æolian, Lydia, Iliad, India, Belial, Boreas, Hibernia, Liberia; Dieppe, weightier, easier, Vienna, Henrietta, Harriet, Abdiel, barrier, carrier, biennial, farrier, Daniel,

collier, currier, courier, audience; bullying, ferrying, valleying, varying, tallying, dallying, lobbying, marrying, envying; awing, sawing, pawing, thawing, chawing, jawing, cawing, lawing, drawing; owing, doughy, going, showy, Hoey, mowing, lowing, knowing, showish, showing, echoing, towing, billowy, flowy, yellowish, snowy, mowing, growing, Bowie-knife, orthoepy, heroic; doing, wooing, Louis, shoeing, cooing, looing, shrewish, rueing, Louisa, tattooing; Bedouins; carryall; iota, olio, Ionia, Ethiopia, cameo, bagnio, Borneo, tapioca, folio, nuncio; idiom, onion, union, idiot, Baliol, ideology, Theodosia, Theodore, Albion, Gibeon, Gideon; various, opium; alluvium, omnium, encomium, Fabius, tedious, dubious, Thaddeus, Lucius, Orpheus, radius, erroneous, Julius, curious. [243] Fabii, Genii, Honeoye. [244] Eying, buying, vying, dying, lying, allying, sighing, defying, frying, drying, crying; boyish, toyish, toying, annoying, joying, coyish, moiety, enjoying; bowing, vowing, avowing, allowing, cow-itch; dewy, hewing, viewing, newish, chewing, gluey, annuity, vacuity, arguing.

§ 578. [245] Theology, belayer, te-deum, Bilboa, Judea, Ægean, peon, Boas, poesy, chaos, Æneas, cocoa, theory, idea, weigher, wooer, Noah, Owen, poem, towage, ideal, Joel, Osceola, mayor, doer, assayer; diet, Naiad, riot, showery, Bowery, nigher; Uriah, Ahaziah, diem, fuel, vial, viol, vowel, avowal, towel, jewel, buyer, fewer, bower, avower.

EXERCISE XXXII.—[247-276.]

WORDS WRITTEN WITH THE DOT AND TICK SIGNS.

§ 579. [247] Hap, happy, hop, hope, heap, hip, hoop, whoop, hoopoe, hob, hub; half, huff, hoof; have, halve, hive, hove, heave. Hopped, hoped, heaped, hipped, hooped; hubbed; haft, huffed, hoofed; halved, hived, heaved. Hapless, haply, habitance, habitant, habitation, habituate, habited, habitual, habitually, habituated, happen, happened, happiness, half-and-half, half-breed. Perhaps, Alhambra, Ingraham, Graham, Abraham, upheave, behoof, behave, behoove, unhitch, unhinge, Jehovah, topheavy, tomahawk.

§ 580. The dot-sign for *h* may also sometimes be used initially before other consonants than those already specified, when the word has been abbreviated by omitting the stem *hay* from the commencement of its outline, and it is afterward thought best to insert an *h*-sign; as in the words,—health, human, humbug, hedged, etc. The tick-sign for *h* [248] need never be used except to distinguish between such words as *White* and *Wight*, *whit* and *wit*, *whet* and *wet*, *whine* and *wine*, and not even then if it would be obvious from the context which word was intended.

WORDS ENDING IN -LY.

§ 581. [265] Amicably, laudably, peaceably, agreeably, affably, po litically, likely, lamely, namely, comely, calmly, obscenely, finely, lovely, rarely, barely, purely, ragingly, drudgingly, grudgingly, longingly, touchingly, lazily, laughingly, kingly, charmingly, wooingly, pleasingly, pressingly, doubtingly, lovingly, flowingly, knowingly, Longley, strongly, wrongly, boyishly; badly, madly, wickedly, sacredly, assuredly, coldly, friendly, godly, hardly, thirdly, lordly, shrewdly, nicely, freely, basely, wisely, closely, lately, remotely, absolutely, mutely, daily, gayly, Kelly, wily, jelly, folly, jolly, bully.

WORDS ENDING IN -RY.

§ 582. [266] Plenary, seminary, sundry, tawdry, robbery, bribery, powdery, drudgery, surgery, treachery, archery, witchery, butchery, fishery, mockery, crockery, cookery, gallery, slippery, coppery, fop pery, watery, mystery, vestry.

WORDS ENDING IN -TURE.

§ 583. [269] Creature, fracture, lecture, picture, structure, culture, capture, rapture, departure; feature, mature, premature, immature, nature, ill-nature, curvature, cincture, tincture, vincture, juncture, furniture, voiture, vulture, adventure, jointure, overture, nurture, future; pasture, repasture, gesture, vesture, moisture, posture, imposture, texture, fixture, mixture.

NEGATIVE AND OTHER WORDS THAT ARE DISTINGUISHED BY DOUBLING THE FIRST CONSONANT-SIGN.

§ 584. [276] Liberal, illiberal, liberally, illiberally, limitable, illimitable, limitably, illimitably, literate, illiterate, licit, illicit, legibly, illegibly, legitimate, illegitimate, legitimacy, illegitimacy, logical, illogical, legal, illegal, legality [L^1-Glt], illegality; movable, immovable, immovably, memorial, immemorial, mutable, immutable, mature, immature, maturity, immaturity, maturely, immaturely, material [Mtr-L^2], immaterial, modest [Mdst^1], immodest, moderate, immoderate, mortal, immortal, mortality, immortality, moral, immoral, morality, immorality, maculate, immaculate; navigable, unnavigable, nerve, unnerve, nerved, unnerved, numerable, innumerable, necessary, unnecessary, natural, unnatural, noxious, innoxious; reparable, irreparable, repressible, irrepressible, reprehensible, irreprehensible, reproachable, irreproachable, refutable, irrefutable, reverent, irreverent, revocable, irrevocable, removable [R^2-M-V-Bl], irremovable [Rr^2-M-V-Bl], remediable, irremediable, redeemable [Rd^2-M-Bl], irredeemable [Rrd^{2}M-Bl],

respective, irrespective, resistible, irresistible, resolute, irresolute, resolution, irresolution, relevant [*R*l²-Vnt], irrelevant [R²-*L*-Vnt], relative, irrelative, rational, irrational, regularity, irregularity; innate, innerve, ennoble, emmantle.

EXERCISE XXXIII.—[284.]

WORDS CONTAINING THE PREFIXES 'CON, COM,' ETC.

§ 585. [284] Concomitant, concoct, concoction, concave, concrete, concur, concussion, congratulate, congregate, congregation, Congress, contact, contagion, contain, contemn, contend, content, contention, contest, contraband, condemn, congestion, confident, conscious, commerce, commercial [: R²-SHl]; complain, complex, cumbrance, cognomen, cognate, cognition; incompatible, incompetent, encompassed, incomplete, uncompromising, incomprehensive, encumbered, incumbrance, incumbent, uncombined, unconfined, unconvinced, incontestable, uncontrolled, uncontented, unconditional, inconstant, unconscious, incongruous, irrecognizable, irreconcilable, recognition, recognize, recombine, recommend, recommit, recommission, recompense, recompose, reconcile, reconciled, reconciliation, recondite, reconsider, reconsideration, reconstruct, reconvey, decompose, decomposition, decompound, discomfit, discomfiture [Ds² : Ftr], discomfort, discommode, discompose, disconcert, discontent, discontinue, discontinuation, unreconcilable, incognito, circumambient, circumference, circumflex, circumjacent, circumlocution, circumnavigate, circumscribe, circumspect, circumvent, circumvolve.

WORDS COMMENCING WITH THE PREFIX 'FOR-E.'

§ 586. [284] Forbade, forbear, forbearance, forbid, forever, forebode, foreclose, forefather, foreground, forehead, forejudge, foreknown, forepart, foretaste, forethought, forewarn, forfeit, forfeiture [F'-Ftr], forsake, forsooth, forward.

WORDS COMMENCING WITH THE PREFIX 'MAGNA,' ETC.

§ 587. [284] Magna Charta, magnanimity, magnanimous, magnanimously, magnesia, magnesian, magnesium [M : ZH³-M], magnetic, magnetician, magnetism, magnetize, Magnificat, magnificence, magnificent, magnify, magnitude.

WORDS COMMENCING WITH THE PREFIX 'SELF.

§ 588. [284] Self-abasement, self-approving, self-assumed, self-pleasing, self-praise, self-love, self-evident, self-important, self-dependent, self-determined, self-deceived, self-destruction, self-esteem,

self-interest, self-knowledge, selfish, selfishly; self-same, self-sufficient, self-command, self-confident, self-convicted, self-conceit, self-conscious

WORDS COMMENCING WITH THE PREFIX 'WITH.'

§ 589. [284] Withal [DHl³], withdraw, withdrawal, withdrawn, withdrawing, withhold, withheld, withholder, within [DHn³], withstand, withstood.

EXERCISE XXXIV.—[285.]

WORDS WRITTEN WITH THE SUFFIX 'BLE' OR 'BLY.'

§ 590. [285] Demandable, compoundable, pardonable, fashionable, unfashionable, actionable, lamentable, accountable, unaccountable, surmountable, vincible, invincible, irascible, defensible, indefensible, reprehensible, sensible, insensible, responsible; flexibly, sensibly, insensibly, forcibly.

WORDS WRITTEN WITH THE SUFFIX 'BLENESS.'

§ 591. [285] Applicableness, amicableness, despicableness, serviceableness, agreeableness, salableness, movableness, affableness, teachableness, sociableness, justifiableness, pliableness, amiableness, variableness, reasonableness, seasonableness, capableness, culpableness, considerableness, durableness, profitableness, suitableness, acceptableness, allowableness, invincibleness, forcibleness, credibleness, terribleness, sensibleness, plausibleness, corruptibleness.

WORDS WRITTEN WITH THE SUFFIX 'EVER.'

§ 592. [285] Whenever, whoever, soever, wherever, whatever, however, whichever.

WORDS WRITTEN WITH THE SUFFIX 'FUL.'

§ 593. [285] Gleeful, vengeful, revengeful, wakeful, shameful, blameful, careful, ireful, wrongful, wishful, wrathful, faithful, mirthful, slothful, mouthful, youthful, thankful, skillful, wonderful, cheerful, powerful, lawful, sorrowful, joyful.

WORDS WRITTEN WITH THE SUFFIX 'FULNESS.'

§ 594. [285] Dreadfulness, gladfulness, heedfulness, needfulness, mindfulness, peacefulness, gracefulness, wakefulness, dolefulness, hopefulness, carefulness, usefulness, hatefulness, gratefulness, spitefulness, wastefulness, bashfulness, faithfulness, pitifulness, plentifulness, bountifulness, dutifulness, unthankfulness, harmfulness, manfulness, painfulness, sinfulness, fearfulness, cheerfulness, powerfulness,

doubtfulness, fretfulness, delightfulness, frightfulness, deceitfulness, fruitfulness, artfulness, hurtfulness, joyfulness.

WORDS WRITTEN WITH THE SUFFIX 'LESSNESS.'

§ 595. [285] Heedlessness, needlessness, endlessness, boundlessness groundlessness, regardlessness, blamelessness, shamelessness, carelessness, matchlessness, worthlessness, recklessness, thankfulness, harmlessness, fearlessness, thoughtlessness, guiltlessness, dauntlessness.

WORDS WRITTEN WITH THE SUFFIX 'ING.'

§ 596. [285] Patting, pouting, petting, pitting, putting, batting, biting, bating, betting, beating, chatting, cheating, jotting, jetting, jutting, shouting, shutting, meeting, letting, trotting, trading, treading, treating, dreading, plotting, plighting, applauding, plating, pleading, blotting, bloating, bleating, bleeding, building, braiding, boarding, breeding, brooding, shrouding; chanting, jointing; adapting, outbidding, debating, admitting, limiting, gibbeting, adopting, debiting; spotting, spiting, spouting, spading, spitting, speeding, smiting, smutting, sliding. Beatings, meetings, pleadings, bleatings

WORDS WRITTEN WITH THE SUFFIX 'MENTAL-ITY.'

§ 597. [285.] Fundamental, ligamental, ornamental, sacramental, elemental, supplemental, rudimental, regimental, complimental, argumental, detrimental, monumental, instrumental. Instrumentality.

WORDS WRITTEN WITH THE SUFFIX 'OLOGY.'

§ 598. [285] Theology, phraseology, osteology, archaiology, ornithology, anthology, mythology, physiology, philology, chronology, zoology, astrology, nosology, tautology, cryptology, doxology, ichthyology.

WORDS WRITTEN WITH THE SUFFIXES 'SELF' AND 'SELVES.'

§ 599. [285] Himself, herself, ourself, itself, thyself, myself. Ourselves, themselves.

WORDS WRITTEN WITH THE SUFFIX 'SHIP.'

§ 600. [285] Friendship, hardship, wardship, stewardship, lordship, kingship, clerkship, guardianship, horsemanship, workmanship, township, scholarship, partnership, copartnership, courtship, fellowship, ladyship.

WORDS WRITTEN WITH THE SUFFIX 'SOEVER.'

§ 601. [285] Wheresoever, whichsoever, whomsoever, whensoever, whatsoever, howsoever

EXERCISE XXXV.—[286.]

WORDS FROM WHICH A K-SIGN MAY BE OMITTED.

§ 602. [286] Clanked, flanked, planked, ranked, cranked, inked, linked, clinked, interlinked, winked, slunked, sanctify, sanctity, sanction, distinction, extinction, unction, function, junction, subjunction, injunction, conjunction, disjunction, compunction, anxiety.

WORDS FROM WHICH A T-SIGN MAY BE OMITTED.

§ 603. [286] Priestly, priest-like, postmaster, postmark, postdate, postpaid, post-office, postpone, pasteboard, breast-plate, breast-pin breast-bone, breastwork, boastful, beastly, firstborn, mistrustful, testament, testimony, tasteful, tasteless, text-book, trustful, trustless dustpan, dustman, restless, untasteful.

WORDS FROM WHICH A P-SIGN MAY BE OMITTED.

§ 604. [286] Tompkins, pumpkin, bumpkin, humped, pumped, vamped, damped, dumped, thumped, limpt, lumped, ramped, romped, champed, jumped, camped, swamped, slumped, stamped, stumped, clamped, trumped, crimped, cramped, scrimped. Emption, preemption, exemption, resumption, presumption, consumption, assumption, redemption; prompter, tempter, Sumpter. Imps, hemps, humps, pimps, pomps, pumps, bumps, vamps, mumps, damps, dumps, thumps, lamps, limps, lumps, ramps, romps, champs, chumps, jumps, camps, swamps, slumps, scamps, stamps, stumps, plumps, clamps, clumps, glimpse, primps, tramps, trumps, shrimps, crimps, cramps, crumps, scrimps; glimpsed.

WORDS FROM WHICH AN S-SIGN MAY BE OMITTED.

§ 605. [286] Misspell, misspelt, misspelled, misspelling, misstate, misstatement, misstated, misstating, miscitation. Misshape, misshapen.

WORDS FROM WHICH A K OR G SIGN MAY BE OMITTED.

§ 606. [287] Fact, detract, contract, protract, abstract, subtract, object, reject, project, respect, inspect, aspect, prospect, suspect, expect. Fraction, subtraction, detraction, contraction, attraction, affection, infection, rejection, injection, projection, interjection, inspection, prediction, production, friction, introduction, obstruction, destruction, instruction, construction. Exact, exaction, execution, exactness, exaggeration, examine, exception, exhibit, exist, existence, expand, expect, expense, experience, explain, extend, extension, extraction, extreme. Dramatic, emblematic, phlegmatic, dogmatic, prismatic,

arithmetic, ecclesiastic. Write the following words with full out lines: Vacation, vocation, indication, vindication, judication, invocation.

WORDS FROM WHICH A K OR G SIGN MAY BE OMITTED.

§ 607. [287] Ankle, rankle, crankle, crinkle, sprinkle, wrinkle, tinkle, twinkle, uncle; angle, dangle, fangle, jangle, triangle, mangle, spangle, strangle, wrangle, tangle, entangle, shingle, jingle, mingle, tingle, bungle. Anchor, banker, canker, hanker, spanker, thinker drinker, tinker; finger, linger, conger, monger.

WORDS FROM WHICH A P OR B SIGN MAY BE OMITTED.

§ 608. [287] Baptist, baptism, chapter, Scripture, sculpture, ascription, subscription, inscription, conscription, superscription.

WORDS FROM WHICH AN N-SIGN MAY BE OMITTED.

§ 609. [287] Manger, ranger, stranger, challenger, passenger, messenger, scavenger, harbinger, infringer, spunger, plunger, lounger.

WORDS FROM WHICH AN M-SIGN MAY BE OMITTED.

§ 610. [287] Scamper, hamper, pamper, tamper, temper, distemper, thumper; chamber, dismember, limber, lumber, temperance, temperament.

WORDS THAT MAY BE ABBREVIATED BY OMITTING FINAL SYLLABLES.

§ 611. [288] Substantial, credential, providential, prudential, differential, reverential, essential, unessential, penitential, potential; substantially, providentially, prudentially, reverentially, essentially; substantiate; detention, distention, invention, intervention, reprehension, comprehension, apprehension, declension, suspension, extension; geographical, orthographical, cosmographical, typographical, autographical, hieroglyphical; geographically, typographically.

WORDS THAT MAY BE ABBREVIATED BY OMITTING HOOKS.

§ 612. [289] Attainment, atonement, assignment, adjournment, sojournment, spendthrift, identical, husbandman, landlord.

EXERCISE XXXVI.—[298–305.]

PHRASE-SIGNS FORMED BY JOINING THE CIRCLE WORD-SIGNS TO OTHER WORDS.

§ 613. [301, 318] As can, as come, as go, as out, as what, as two, as had, as each, as by, as shall, as slow, as she, as should, as that, as thy, as they, as for, as if, as few, as of, as have, as ever, as long, as among, as on, as nigh, as from, as my, as all, as well, as are, as her,

as here, as our [sR^1], as were, as how, as high, as he, as you, as your, as when, as we, as would; has come, has had, has each, has which, has she, has ever, has long, has among, has on, has no, has my, has all, has her, has here, has our, has he, has your. Can his, at his, at as, what has, what is, had as, had his, charge as, change his, which is, each has, each is, pay us, by as, by his, show us, show as, she is, she has, that is, that has, for us, for his, if his, have us, long as, among us, on his, in as, in his, from his, all his, well as, are as, here is, how is, he is, who has, beyond us, why is, without us, when is, beyond us Seek us, sought us, suit us, said as, sued us, such as, such is, safe as, save us, sing us, sign his, same as, seem as. As gray, as eager, as dry, as able, as either, as free, as evil, as every, as only, as early; try us, dry as, pray us, through us, either is, awful as, offer us, only as, early as. Has caught, has got, is put, has about, has bought, has thought, as oft, his foot, has avowed, has not, has made, as loud, as wide, as wet, his wit; act as, got us, get us, good as, taught us, cheat us, put us, about as, beat his, showed us, thought his, fought us, note his, need us, made his, met us, let us, arrayed as, write us, wide as. Is sick, has sat, has sought, his suit, has said, has sued, has such, has sung, has sown, is seen, is soon, as some; cause his, cause us, accuse us, goes as, eats his, choose his, shows us, this is, avows his, knows us, amaze his, amuse us, use his, wise as; as his, has his, as has, has as, is as, is his, his is, his has.

PHRASE-SIGNS FORMED BY CHANGING THE SMALL CIRCLE TO A LOOP.

§ 614. [303, 318] As it ought, as to what, as to it, as it had, as the day, is it due, as to each, as to which, has to obey, has to be, is to be, as it shall, has to show, as it should, as it was, as to these, as to that, as to them, is the thing, has to own, is it in, as it may, as to her, as to our, as it were, as to how, as to him, as to you, as to why, as to when, as it would; give us the, what is it, what is the, owed us the, show us the, allow us the, where is it; cause the, because the, accuse the, goes the, aids the, does the, does it, shows the, thinks the, thinks it, avows the, views it, knows the, amaze the, use it, woos the; as the, has the, as it, has it, as to, is the, is it, is to, as it is, as it has, has it as, is it as.

PHRASE-SIGNS FORMED BY CHANGING THE SMALL CIRCLE TO A LARGE LOOP.

§ 615. [304, 318] As there can, as there could, as there ought, as there had, as there shall, as there should, has therefore, has there ever, as their view, is there any, as there may, as their all; cause their, because there, because there is, guess there, goes there, what is there, it is their, does there, choose their, shows their, thinks there, thus there, avows their, views their, long as their, knows there, amaze

there, amuse there, how is their, he is there, who has their, yes there, use their; as their, has there, is there; cast their, cost their, most there, must there, lest there. [305] Has there not, is there not, is such, is there seen, is their side, is there soon.

EXERCISE XXXVII.—[306–312.]

PHRASE-SIGNS FORMED BY ADDING THE EL-HOOK TO WORDS.

§ 616. [306] Can all, could all, at all, ought all, it will, had all, do all, did all, each will, which will, by all, but will, be all, shall all, show all, should all, she will, saw all, so will, see all, was all, these will, thank all, worth all, think all, that will, they will, though all, with all, for all, few will, if all, of all, ever will, long will, among all, on all, know all, in all, from all, may all, all will, will all, or all, here will, our all, where will, how will, he will, who will, beyond all, you will, why will, when will, we will.

PHRASE-SIGNS FORMED BY ADDING THE ER-HOOK TO WORDS.

§ 617. [307] Can our, could our, at or, at our, to our, two or, which are, by our, but our, be our, shall our, show our, should our, saw our, so our, see our, was our, these are, think our, that are, that our, they are, though our, with our, for our, if our, of our, have our, ever are, along our, among our, on our, on or, know our, in our, in or, from our, may our, all our, all are, will our, here are, where are, how are, he or, who are, beyond our, yet are, you are, you or, why are, without our, when are, we are, would our.

PHRASE-SIGNS FORMED BY ADDING THE WAY-HOOK TO WORDS.

§ 618. [308] Can we, came we, could we, at what, ought we, what were, what would, what we, it would, had we, do we, did we, each would, which we, but we, but would.

PHRASE-SIGNS FORMED BY ADDING THE YAY-HOOK TO WORDS.

§ 619. [309] Can you, came you, could you, gave you, give your, at your, ought you, what you, what year, to you, had you, do you, did you, which year, which you, by your, but you, be your.

PHRASE-SIGNS FORMED BY ADDING THE IN-HOOK TO WORDS.

§ 620. [310] In some, in session, in surmounting, in sailing, in sealing, in slavery, in his looks, in his casual, in his usual.

PHRASE-SIGNS FORMED BY ADDING THE EF-HOOK TO WORDS.

§ 621. [311] Can have, come of, could have. out of, what if, to have,

do have, did have, charge of, change of, each of, which of, age of, part of, hope of, but if, are of, where have; shall have, should have, so if, was of, think of, that have, they have, know of, any of, may have, all of, how have, who have, you have, why have, when have, we have, would have.

PHRASE-SIGNS FORMED BY ADDING THE EN-HOOK TO WORDS.

§ 622. [312] Go and, at an, out and, what an, to an, by an, but an, should an, was an, for an, if an, have an, of an, on an, in an, from an, here and, how an, he an, when an, you an, her own, our own [*R*n[1]], ever own, their own, have been, we been, you been, other than, more than; they have been, may have been, we have been, you have been, shall have been, should have been, better than; rather than, juster than, faster than, vaster than, moister than.

EXERCISE XXXVIII.—[313-315.]

PHRASE-SIGNS FORMED BY ADDING THE TER-HOOK TO STRAIGHT STEMS, AND BY LENGTHENING CURVES.

§ 623. [313] Can there, could there, come there, go there, gave their, give their, at their, out there, ought there, what there, what other, to there, it there, charge their, change their, which there, each other, up there, by their, by other, but there, but other, be there, or there, were there; shall there, show their, should there, saw their, so there, see their, was there, these other, thank their, worth their, think there, that there, though there, them there, with their, for there, if there, have their, of their, ever there, along there, among other, among their, thing there, on their, no other, in their, any other, from their, may there, me there, all other, all their, well there, will there, are there, her there, here there, how their, him there, who there, beyond their, yet there, you there, without there, why there, when there, would there, we there.

PHRASE-SIGNS FORMED BY HALVING THE STEMS OF WORDS.

§ 624. [314] Can the, can it, could the, could it, go to, gave it, gave the, give it, give the, at the, at it, ought to, what the, to the, to it, had the, had it, had to, do it, did the, which the, past the, up to, by the, by it, but the, but it, be it, shall the, shall it, show the, should the, should it, saw the, saw it, see it, was the, was it, think the, think it, that the, that it, though it, with the, for the, for it, if the, have the, have it, of the, of it, ever to, along the, among the, thing to, on the, on it, in the, in it, from the, all the, will the, are the, are to, were the, how the, how it, him the, beyond the, yet the, yet it, you

the, why the, without the, without it, when the, would the, would it; sought the, said to, spoke to, able to; back the, check the, become the, leave it, cling to, ring the, talk to.

§ 625. [315] Can not, could not, ought not, had not, do not, did not, by not, but not, be not, shall not, should not, was not, think not, that not, them not, with not, for not, if not, have not, of not, on not, know not, in not, from not, may not, me not, all not, will not, are not, or not, were not, how not, him not, yet not, you not, why not, when not, would not; it will not, but will not, but are not which will not, can we not, could we not.

EXERCISE XXXIX.—[316–348.]

PHRASE-SIGNS FORMED BY COMBINING FOREGOING PRINCIPLES.

§ 626. [316] Can all of, can all of the, could all of the, at all their, what will their, it is not, at some other, out of the, out of it, for all there is, of all their own, should all there is, on all other occasions, among all the, among all the circumstances, under all the circumstances, for all the, of our own, if there is anything, did you mean to say, have you not, they have not seen, have you been, has ever been.

§ 627. [320] What was, it was, at one, where was, at least.

PHRASES IN WHICH THE TICK-SIGNS ARE USED.

§ 628. [323] I can, I could, I take, I took, I had, I do, I did, I hope, I shall, I should, I saw, I see, I was, I thank, I think, I long, I own, I know, I knew, I am, I may, I allow, I lay, I hear, I recollect, I would; I can not, I could not, I had not, I do not, I did not; I suppose, I sought, I said, I saved, I seem, I soon, I believe. A man, a most, a safe, a sale; an apple, an appearance; and my, and may, and then, and though, and why. When I was, for I must, on a most, should I go, when I, shall I, on a, from a, to a, did I. [324] I will, I will have, I will have all their, I will have nothing, I will not, I will not go, I will not say, I have, and all I have, and are of no use. [325] I conclude, I contend, a complete, and connected, and compare, and conceived, and consulted. [326] The man, the most, the cold, get the, meet the, enter the, flatter the, whether the. [327] And as, and as a, and as I, and as I have, and as they, and as the, as a man, as I have, and I, and a, and the. [329] Paying the, paying a, shouting the, shouting a, shutting the, shutting a, letting the, letting a.

PHRASES FROM WHICH CONSONANTS AND WORDS ARE OMITTED.

§ 629. [340] In accordance with the principle laid down at this section, the writer in the following phrases may express *had* and *would* by halving: It had, it would, had had, but had, they had, they would,

have had, he had, he would, we had, we would. In the following phrases the loop of the first word is changed to a small circle: Cost them, cost you, past them, assist me, first year, next year, last year, last time, next day, first day. [342] Must have done. [343] Absence of mind, arrest of judgment, loss of money, most of your, last of them, importance of that. [344] To risk, to resign, to do, to assume, to look, to learn, to leave, to join, to oblige. [345] Ought to have, said to have, which are to have, they are to have. [346] From day to day, from place to place, from week to week, from hour to hour, from time to time. [347] Again and again, such and such, through and through, yeas and nays, more and more. [348] Better and better, blacker and blacker, deeper and deeper, further and further, greater and greater, longer and longer, quicker and quicker, shorter and shorter, stronger and stronger, straighter and straighter.

KEY TO A PORTION OF THE READING LESSONS.

READING EXERCISE XV.

§ 630. [317] H-as, as ever, as for, as long, as though, has been, has done, has often, has gone, has he, has never, has not; h-is, is in, is ever, is generally, is great, is good, is he, is not, his opinion, is influenced; so as, all his, but his, which is, ever is, that is, about his, against us, among us, at his, let us, made us, as long as, as many as, as good as, as great as. [302] As h-is, is as, has said, as soon as, as is my, is as great, is as good as, is as if, is as true, his soul, face us, gives us, gives us his, it is as, places us. [303] As to what, has it done, has it been, has it gone, has it found, what is it, where is it, when is it, as it is, is it as. [304] Has there never, has there been, has there ever, what is there, place their, embrace their, unless there, unless there is; lest there, most there, manifest their, test their. [305] Has there not, as there is not, as there is nothing, as there is soon, as it has been. [318] As was, as it was, as fast as, as to that, as to them, as would, as it would, as it happens, as it appears, as large, as you, as to your, as it used, has to be.

§ 631. [306] What will, at all, but all, for all, if all, when will, rom all, in all, we will, so will, why will, you will, as for all, as we vill, as you will, as they will. [307] What are, at our, which are, by our, but our, shall our, should our, so are, was our, these are, they are, when are, you are, we are, among our, in our, on or. [308] Can we, could we, do we, ought we, it would, which we, are we, were we.

[309] By your, at your, what you-r, do you, did you, are you, were you. [310] In some, in sleep, in surmounting, in soliciting. [311] Can have, could have, out of, what if, to have, do have, did have. which have, shall have, should have, they have, may have, would have, back of, top of. [312] If an, you and, her own, our own, their own, for one, at one, but one, have been, having been, other than, more than, further than, older than, rather than, better than, they have been, faster than, moister than, lest their own. [313] Can there, could there, ought their, what there, to their, had there, did there, by their, be there, are there, where there, shall there, should there, have their, ever there, was there, though there, with their, on their, know their *or* no other, in their *or* any other, along there, among their *or* other, from there, may there, or their *or* other, lay their, will there, how their, him there, who there, would their, beyond their, yet there, you there. [314] Can it *or* the, could it *or* the, give the, at the *or* ought it *or* to, what the, to the *or* it would, had the *or* it, did it, which the *or* it, by the, be it, half the, for the *or* it, if it, saw the, was the, that the, show it, should the, have the, have its, along the, among the, on the, in the, from the, may it, all the, will the, or the, how the, would it *or* we would, back of the *or* it, top of the *or* it. [315] Can not, could not, ought not, had not, do not, did not, by not, be not, are not, were not, shall not, should not, was not, have not, may not, you not, are not, why not, would not *or* we not. [316] Can all of, can all of the, can all their, at all of, at all of the, at all their, at all their own, out of, out of the, at our, at our own, part of, part of the, were you there, should all their, of all the *or* it, of all its, of all their, of our, of our own, among all his, among all the, among all their, among all others, while there is, while it is, while the, can you explain, where were you, under all the circumstances, on the part of the, on the side of the, day of the date, for the sake of the, as is usual-ly, as soon as it is, as near as I can remember, all the time, between you and, city of New York, State of New York, did you go there, did you ever, do you remember, do you recollect, do you believe, did you have anything to say, for several years, granddaughter, son-in law, father-in-law, daughter-in-law, mother-in-law, had you seen, had there been, on the subject, on or about, on or before, since you have been, should have been, there may have been, were you present, where do you reside, were you in the habit. [323] I hope, I believe, I speak, I spent, I am not, I can not, I could not, I am, I may, I may not, I allow, I demand, I fear, I think, an advantage, an only, and such, and do you, and thus, and must, and which are. [324] I will say, I will speak, I have never, I will have nothing, I will not say, I will not go, and all those, and will then, and are you, and are of no use. [325]

I complain, I consume, I combined, I compounded, I conducted, and connected, and consulted, and considered. [326] The most, the man, the suit, the satisfaction, the last, the blow, whether the, enter the. [327] As a man, is a most, as I believe, as I have been, and is, and is a, and is the. [340] Must know, must be, most all their, best of my recollection, best of your recollection, first time, it must have been, it is sustained. [342] Must have done, could have done, can have done, should have done, can not have done. [343] Many of my, all of them, most of my. [344] To receive, to leave, to do, to raise, to draw, to pay. [345] Said to have, ought to have, had to have, which are to have. [346] From day to day, from week to week, from generation to generation, from time to time, from year to year, from hour to hour. [347] Again and again, more and more, such and such, east and west, less and less, through and through. [348] Further and further, brighter and brighter, darker and darker, longer and longer, quicker and quicker, better and better, lighter and lighter, straighter and straighter, blacker and blacker, shorter and shorter.

MEN ALWAYS FIT FOR FREEDOM.

There is only one cure for the evils which newly-acquired freedom produces,—and that cure is freedom! When a prisoner leaves his cell, he can not bear the light of day; he is unable to discriminate colors, or recognize faces; but the remedy is not to remand him into his dungeon, but to accustom him to the rays of the sun. The blaze of truth and liberty may at first dazzle and bewilder nations which have become half blind in the house of bondage; but let them gaze on, and they will soon be able to bear it. In a few years men learn to reason; the extreme violence of opinion subsides; hostile theories correct each other; the scattered elements of truth cease to conflict, and begin to coalesce; and, at length, a system of justice and order is educed out of the chaos. Many politicians of our time are in the habit of laying it down as a self-evident proposition, that no people ought to be free till they are fit to use their freedom. The maxim is worthy of the fool in the old story, who resolved not to go into the water till he had learned to swim. If men are to wait for liberty till they become wise and good in slavery, they may, indeed, wait forever.—*Macaulay.*

FIDELITY TO THE CONSTITUTION.

If an honest, and, I may truly affirm, a laborious zeal for the public service, has given me any weight in your esteem, let me exhort and conjure you never to suffer an invasion of your political constitution,

nowever minute the instance may appear, to pass by, without a determined, persevering resistance. One precedent creates another. They soon accumulate, and constitute law. What yesterday was fact, today is doctrine. Examples are supposed to justify the most dangerous measures; and, where they do not suit exactly, the defect is supplied by analogy. Be assured, that the laws which protect us in our civil rights grow out of the constitution, and that they must fall or flourish with it.—*Junius.*

THE HOUSE-FLY AND THE DOG.

I believe we can nowhere find a better type of a perfectly free creature than in the common house-fly. Nor free only, but brave; and irreverent to a degree which I think no human republican could by any philosophy raise himself to. There is no courtesy in him; he does not care whether it is king or clown he teases; and in every step of his swift mechanical march, and in every pause of his resolute observation, there is one and the same expression of perfect egotism, perfect independence and self-confidence, and conviction of the world's having been made for flies. Strike at him with your hand. To him the mechanical fact and external aspect of the matter is, what to you it would be, if an acre of red clay, ten feet thick, tore itself up from the ground in one massive field, hovered over you in the air for a second, and then came crashing down with an aim! That is the external aspect of it; the inner aspect to this fly's mind, is of a quite natural and unimportant occurrence—one of the momentary conditions of his active life. He steps out of the way of your hand, and alights on the back of it. You can not terrify him, nor govern him, nor persuade him, nor convince him. He has his own positive opinion on all matters—not an unwise one usually for his own ends, and will ask no advice of yours. He has no work to do—no tyrannical instinct to obey. The earth-worm has his digging and digesting; the bee her gathering and building; the spider her cunning network; the ant her treasury and accounts. All these are but comparatively slaves, or people of vulgar business. But your fly, free in the air, free in the chamber—a black incarnation of caprice—wandering, investigating, flitting, flirting, feasting at his will, with rich variety of choice in feast, from the heaped sweets in the grocer's window to those of the butcher's back yard, and from the galled place on your cab-horse's back to the brown spot in the road, from which, as the hoof disturbs him, he rises with an angry republican buzz—what freedom is like his? For captivity, again, perhaps your poor watch-dog is as sorrowful a type as you will easily

find. Mine certainly is. The day is lovely, but I must write this, and can not go out with him. He is chained in the yard, because I do not like dogs in rooms, and the gardener does not like dogs in gardens. He has no books—nothing but his own weary thoughts for company, and a group of those free flies, whom he snaps at with sullen ill-success. Such dim hope that he may have that I may yet take him out with me, will be, hour by hour, disappointed, or worse, darkened at once into a leaden despair by an authoritative "No"—too well understood. His fidelity only seals his fate; (if he would not watch for me, he would be sent away, and go hunting with some happier master; but he watches, and is wise and faithful, and miserable), and his high animal intellect only gives him the wistful power of wonder, and sorrow, and desire, and affection, which embitter his captivity. Yet of the two, would we rather be watch-dog or fly?—"*John Ruskin,*" *in the Art Journal.*

CHEMISTRY—ORGANIC COMPOUNDS.

Whatever may be the power producing chemical change, it acts in conformity with some fixed laws, and in all its transmutations an obedience to a most harmonious system is apparent. It is curious to observe the remarkable character of many of these natural transmutations of matter, but we must content ourselves with a few examples only. For instance:—Sugar, oxalic acid, and citric acid are very unlike each other, yet they are composed of the same elements; the first is used as a general condiment, the second is a destructive poison, and the third a grateful and healthful acid: sugar is readily converted into oxalic acid, and in the process of ripening fruits nature herself converts citric acid into sugar. Again, starch, sugar, and gum would scarcely be regarded as alike, yet their only difference is in the mode in which carbon, hydrogen, and oxygen combine. They are composed of the same principles in the following proportions:

	Carbon.	Hydrogen.	Oxygen.
Starch	12	10	10
Sugar	12	11	11
Gum	12	11	11

These *isomeric* groups certainly indicate some law of affinity which science has not yet discovered. Similar and even yet more remarkable instances might be adduced of the same elements producing compounds very unlike each other; but the above have been selected from their well-known characters. Indeed, we may state with truth that all the varieties of the vegetable world—their woody fiber—their

acid or alkaline juices—the various exudations of plants—their flowers, fruit, and seeds, and the numerous products which, by art, they are made to yield for the uses of man, are, all of them, compounds of these three elements, differing only in the proportions in which they are combined with nitrogen, or in some peculiar change of state in one or other of the elementary principles. The chemist is now enabled by simple processes, from the refuse of manufactories, to produce fruit essences which are equal in flavor to the natural production; and from benzoic acid, which is obtained in great abundance from the houses in which cows are kept, the most delicate essences are produced, which are given to the world as the distillations of a thousand flowers. By the impulse given to organic chemistry by Liebig, our knowledge of the almost infinite variety of substances, in physical character exceedingly dissimilar, which result from the combination of oxygen, hydrogen, and carbon, in varying proportions, has been largely increased. And the science is now in that state which almost causes a regret that any new organic compounds should be discovered, until some industrious mind has undertaken the task of reducing to a good general classification the immense mass of valuable matter which has been accumulated, but which, for all practical purposes, remains nearly useless and unintelligible.—*Hunt's Poetry of Science.*

MAN AND MACHINERY.

For the spirit of the living creature was in the wheels.—EZEKIEL i. 20.

Whatever may have been the significance of the sublime vision from which I have extracted those words, I do not think that their essential meaning is perverted when I apply them to the subject which comes before us this evening. I am not aware of any sentence that expresses more concisely the relation which I would indicate between *Man* and *Machinery;* between those great agents of human achievement and the living intelligence which works in them and by them. And though a Divine Spirit moved in those flashing splendors which burned before the eyes of the prophet, is it not also a divine spirit that mingles in every great manifestation of humanity, and that moves even in the action of man, the worker, toiling among innumerable wheels?

Perhaps if we were called upon to name some one feature of the present age which distinguishes it from all other ages, and endows it with a special wonder and glory, we should call it the Age of Machinery. We trust our age is unfolding something better than material triumphs. The results of past thought and past endeavor

are pouring through it in expanding currents of knowledge, liberty, and brotherhood. But the great *agents* in this diffusion of ideas and principles are those vehicles of iron, and those messengers of lightning, which compress the huge globe into a neighborhood, and bring all its interests within the system of a daily newspaper. Like the generations which have preceded us, we enter into the labors of others, and inherit the fruits of their effort. But these powerful instruments, condensing time and space, endow a single half century with the possibilities of a cycle. If we take the period comprehending the American and the French revolutions as a dividing line, and look both sides the chasm, we shall discover the difference of a thousand years. Remarkable for brilliant achievements in every department of physics, ours well deserves to be called the Age of *Science*, also. But it is still more remarkable for the application of the most majestic and subtile constituents of the universe to the most familiar uses; the wild forces of matter have been caught and harnessed. Go into any factory, and see what fine workmen we have made of the great elements around us! See how magnificent nature has humbled itself, and works in shirt-sleeves! Without food, without sweat, without weariness, it toils all day at the loom, and shouts lustily in the sounding wheels. How diligently the iron fingers pick and sort, and the muscles of steel retain their faithful gripe, and enormous energies run to and fro with an obedient click; while forces that tear the arteries of the earth and heave volcanoes, spin the fabric of an infant's robe, and weave the flowers in a lady's brocade!

I think, then, we may appropriately call it—The Age of Machinery. It is not a peculiarity of the city, but, rather, seeks room to stretch itself out; and so you may perceive its smoky signals hovering over a thousand valleys, and the echo of its mighty pulses throbbing among the loneliest hills. Nevertheless, it is sufficiently developed here to illustrate the Conditions of Humanity in the City, and this fact, together with the general interest of the subject, is my warrant for taking it up in the present discourse. And my remarks must necessarily be of a general cast, as I have no room for the statistics, and details, and various discussions that grow out of the theme.

And the key-note of all that I shall say at the present time is really in the text itself—"For the spirit of the living creature was in the wheels."

In the first place, these words suggest the relations of *Use* and *Help* between Man and Machinery. Upon surveying these numerous and complicated instruments, the thought that most readily occurs, perhaps, is that of the *necessity* of machinery. The very first step that man takes, out of the condition of infant weakness and animal rude-

ness, must be accomplished by the aid of some implement. He alone, of all beings upon the face of the earth, is obliged to *invent*, and is capable of endless invention. The necessity for this springs out, and is a prophecy of, his destiny. The moment he was seen fashioning the first tool, however imperfect, that moment was indicated the difference between himself and the brute, and the control he was destined to gain over the world about him. To fulfill this destiny, he confronts nature with naked hands; and yet, there is the earth to plow, the harvest to reap, the torrent to bridge, the ocean to cross; there are all the results to achieve which constitute the difference between the primitive man and the civilization of the nineteenth century. The Machine, then—the agent which links the gratification to the want—is born of necessity. But we must make a distinction between those instruments which are positively essential and those, for instance, which merely answer the demands of luxury or indolence.

And this brings up the question of the *comparative* uses of Machinery—the foremost place being assigned to those implements which are absolutely indispensable to man's existence upon the earth. But between this absolute degree, and that of frivolous invention, there are countless grades of utility. And the question of usefulness must be decided according to the *standard* of utility which we apply. If bare subsistence is assumed to be the end of man upon the earth, most of our modern inventions are useless. We can travel without a locomotive, and procure a meal without a cooking-range. The moment we rise above the grossest conception of human existence, the test of usefulness becomes enlarged, and we can make a safe decision upon whatever increases man's comfort, adds to his ability, or inspires his culture. In this way new things *become* indispensable. That which was not necessary *à priori*, *is* necessary now, in a fresh stage of development, and in connection with circumstances that have sprung up and formed around it. That which was not necessary to man the savage, living on roots and raw fish, is necessary to man the civilized, with new possibilities opening before him, and new faculties unfolded within him. The printing-press was not absolutely necessary to Nimrod or Julius Cæsar, but is it not absolutely necessary now? Strike it out of existence to-day, and what would be the condition of the world to-morrow? You would have to tear away with it all that has grown up around it and become assimilated to it—the textures of the world's growth for three hundred years. Paul moved the old world without a telegraph, and Columbus found a new one without a steamship. But see how essential these agents are to the present condition of civilization! How many derangements among the wheels of business, and the plans of affection, if merely a snow-drift blocks the

cars, or a thunder-storm snaps the wires! Our estimates of necessity, and, therefore, of utility, must be formed according to present conditions, and the legitimate demand that rises out of them; these conditions themselves being the necessary developments of society and of the individual.

But some of these, you may say, are the demands of luxury, of indolent ease, of man setting nature to work and lapsing in self-indulgence. To some degree this result may grow out of the present state of things; as some portion of evil will follow in the sweep of an immense good. But what is the precise sentence to be passed upon this prevalent luxury? Of course, admitting the evil—which is apparent—I maintain that there is a great deal of good in it; that it is inextricably associated with much real refinement and progress. Men are accustomed to speak of the simplicity and purity of past times, and to compare, with a sigh, the good old era of the stage-coach and the spinning-wheel with these days of whizzing machinery, Aladdin palaces, and California gold. But the core of logic that lies within this rind of sentiment forces a conclusion that I can by no means admit, the conclusion that the world is going backward. I never knew of an epoch that was not thought by some then living to be the worst that ever was, and which did not seem to stand in humiliating contrast with some blessed period gone by. But the golden age of Christianity is in the future, not in the past. Those old ages are like the landscape that shows best in purple distance, all verdant and smooth, and bathed in mellow light. But could we go back and touch the reality, we should find many a swamp of disease, and rough and grimy paths of rock and mire. Those were good old times, it may be thought, when baron and peasant feasted together. But the one could not read, and made his mark with a sword-pommel; and the other was not held so dear as a favorite dog. Pure and simple times were those of our grandfathers,—it may be. Possibly not so pure as we may think, however, and with a simplicity ingrained with some bigotry and a good deal of conceit. The fact is, we are bad enough, imperfect, not because we are growing worse, but because we are yet far from the best. I think, however, with Lord Bacon, that *these* are "the old times." The world is older now than it ever was, and it contains the best life and fruition of the past. And this special condition of luxury is a growth out of the past, and is the necessary concomitant of much that is good. Opening new channels for industry, it furnishes occupation for thousands; while in many of its phases it indicates a refined culture and a sphere elevated above the imperative wants of existence. It is no proof of the disadvantages of machinery, therefore, to say that it ministers to something beside

absolute bodily need, and delivers man from a slow and exhausting drudgery. So far as it helps us to control nature, and increases the facilities of human intercourse, and diffuses general comfort and elegance, and affords a respite from incessant physical toil, so far it is an agent and a sign of progress.

But, it may be said again, that it is the agent of a selfish and exclusive power, enriching a few and injuring many. And it can not be denied that grave problems grow out of the relations between machinery and the laboring classes. Every little while some invention is thrust forward which takes a portion of labor out of the hands of flesh and transfers it to hands of iron. It is not enough to say that mankind in general is benefited by these inanimate agents, which do the work of the world so much more rapidly and powerfully. This may answer as an argument against a monopoly of any one kind of mechanical force. It may be a reason for using cars instead of steamboats, and balloons rather than railroads. The general good must be advanced, whatever the damage to private interests. But the present case brings up the question whether machinery is a general good at all; whether the effect of its introduction into almost every department of labor will not be felt in the destitution of millions. And upon this point I observe, that, like all other great revolutions, the immediate effect may be such as has been suggested. But the final result will be beneficial, and such a result may be traced out even now. For instance, this clogging of old departments of labor will precipitate men upon fresh ones, and upon those that have been too much neglected. It will tend to introduce woman to branches of industry perfectly suited to her, but which have been too exclusively occupied by the other sex, and to turn the attention of robust men to those great fields of productive toil which are as yet but little improved. It may drive them from the dependence, the crowded competition, the unwholesome life of the city, into the broad fields and open air and the sovereignty of the soil. And if this immense intrusion of machinery has only this result, of equalizing the balance against production, we shall have one solution of the problem. And there will be another solution, if this phalanx of mechanism shall lift the mass of men above the occasions of coarse material drudgery into other activities, which doubtless will be thrown open, and shall allow more leisure for spiritual culture. But in this, and all other great questions affecting human welfare, I throw myself back, finally, upon the tokens of Providential Design. The world moves forward, not backward; and the great developments of time are for good, not evil. By machinery, man proceeds with his dominion over nature. He assimilates it to himself; it becomes, so to speak, a part of himself. Every great in

vention is the enlargement of his own personality. Iron and fire become blood and muscle, and gravitation flows in the current of his will. His pulses beat in the steamship, throbbing through the deep, while the fibers of his heart and brain inclose the earth in an electric network of thought and sympathy. That which was given to help man, will not hinder nor hurt him. "For the spirit of the living creature is in the wheels."—*Chapin.*[*]

FRAGMENT OF THE REPORT OF A TRIAL.

Supreme Court, Circuit, Part 1.

Augustus Whitlock
vs.
The U. S. Patent Baking Company.
} Before Judge Peckham and a jury.

New York, Feb. 15th, 1864.

——— Appearances ———

For Plaintiff,

Bogardus & Brown, Esqs.

For Defendant,

Benjamin Butler, Esq.

——— Index ———

	direct.	cross.
William W. Bonnett,	2	—

Mr. Brown opens for Plff.

William W. Bonnett, called for Plff., sworn.

Direct examination by Mr. Brown:

Q. Where do you live?

A. I reside at Waterbury, Connecticut.

Q. Do you know the U. S. Patent Baking Co.?

A. I do know them.

Q. You had some connection with the formation of the Company?

A. I did; I was a stockholder in the Company when it was formed.

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[*] The above is an extract from one of a series of highly interesting lectures by the Rev. E. H. Chapin, which have been published by Robert M. De Witt, 12 Frankfort Street, under the title of "Humanity in the City."

Q. In the latter part of 1861 did you know the Elizabethport Barrel Manufacturing Co.?

A. I did.

Q. Do you know Mr. Whitlock, the Piff.?

A. I do.

Q. What was his connection with the Company?

A. He was the Company.

Q. In the latter part of November, 1861, what negotiations were had, if any, with reference to furnishing boxes to put bakers' materials in?

A. I agreed with some contractors for the U. S. Patent Baking Co. to furnish them the number of boxes I could make my arrangements for.

Q. The Company was not incorporated?

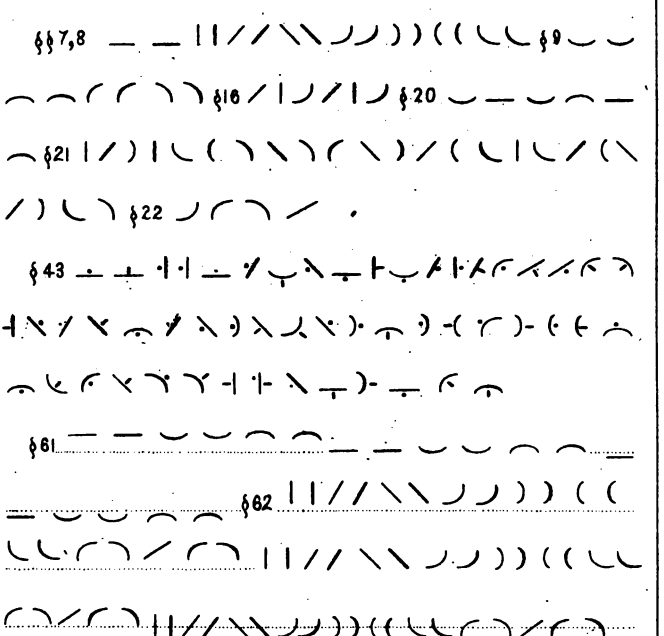
A. No; the Elizabethport Barrel Co. was not. I made an agreement with some contractors for the Patent Baking Co. to furnish them with boxes, and after a number of conversations they finally agreed upon a price, which was to be dependent upon the price they received from the United States Government at that time.

Q. State more fully the preliminaries in reference to the contract.

A. The first agreement was that they were to turn over the government contract for the boxes to the Barrel Manufacturing Co. Finally it was agreed that they should allow one cent profit on each box, and an allowance for strapping them, which they could do cheaper than I. The final order was given to me by N. T. Spear; he came to my house and wanted me to commence delivering them immediately. That was at Elizabethport, where I was residing at the time. That price was 28¾ cents from the data he gave me. He gave me the order personally. I then had charge of the business for Whitlock.

PHONOGRAPHIC
READING EXERCISES.

EXERCISE I. §7—§62.



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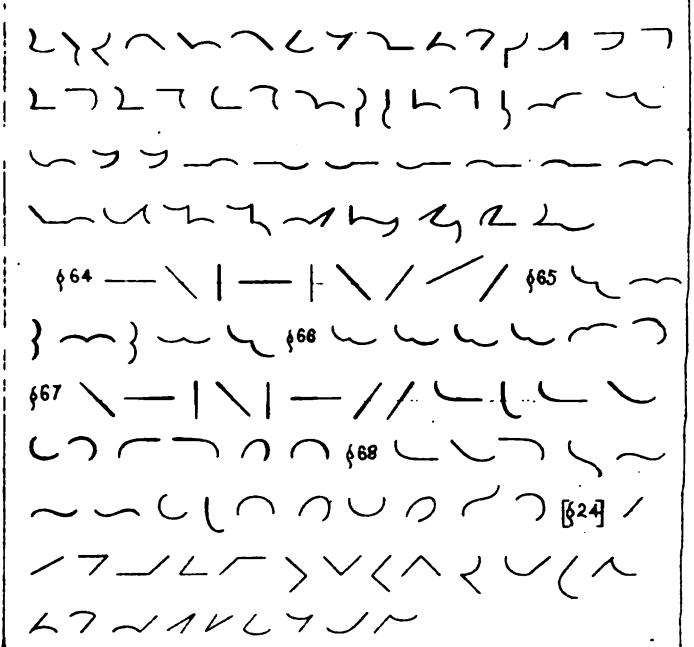

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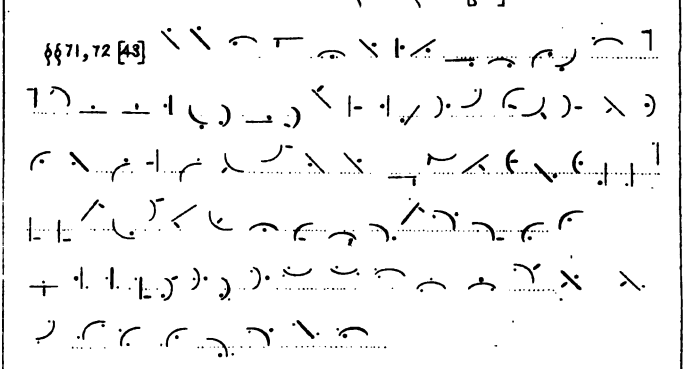

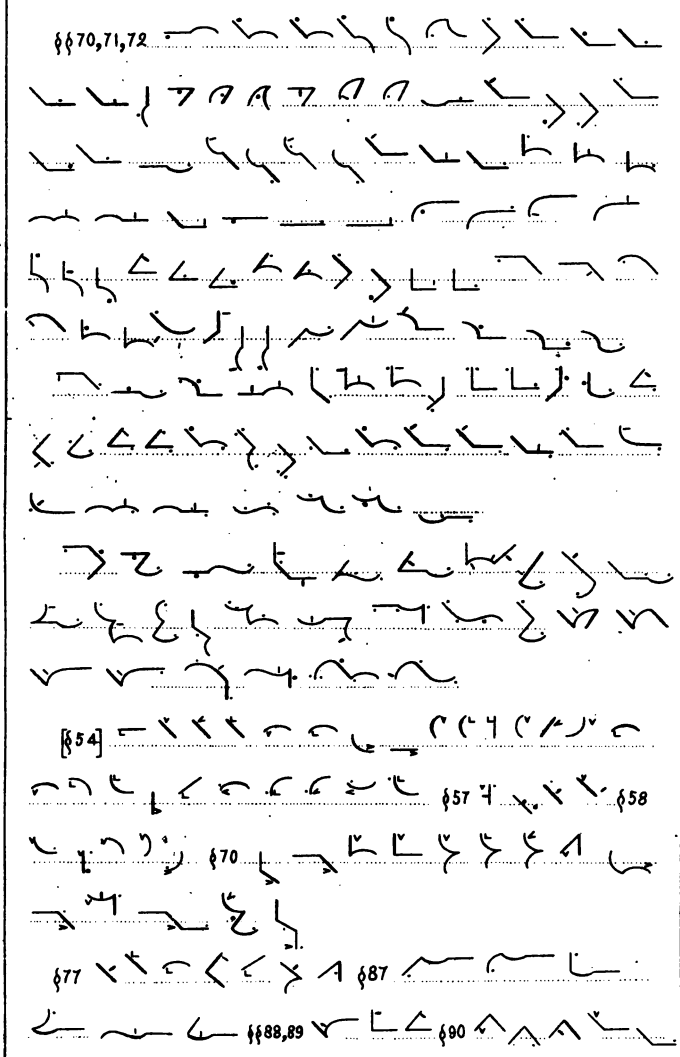
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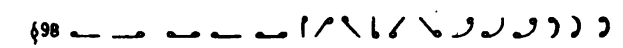

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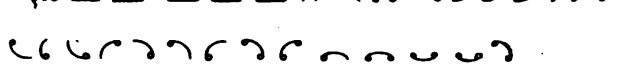

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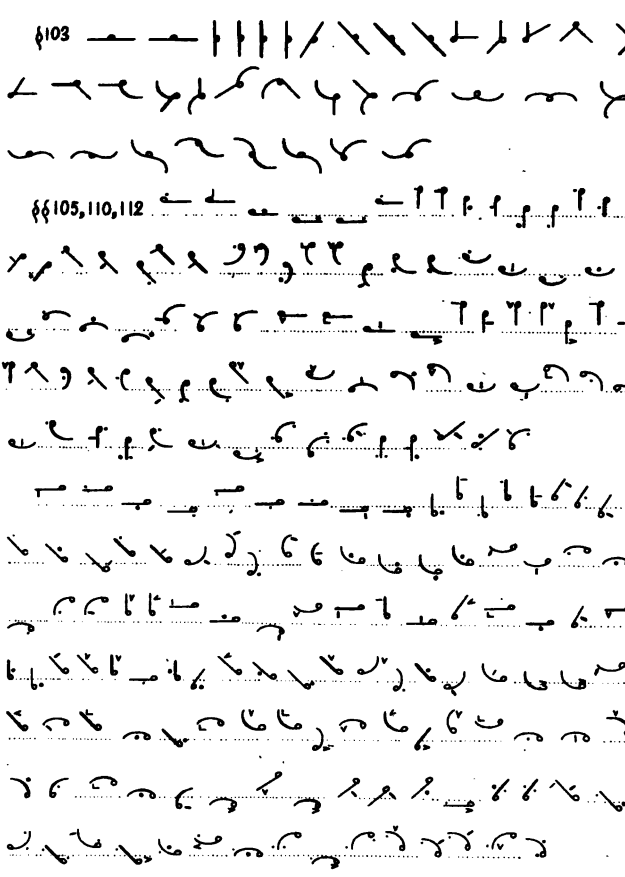

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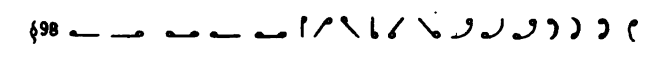

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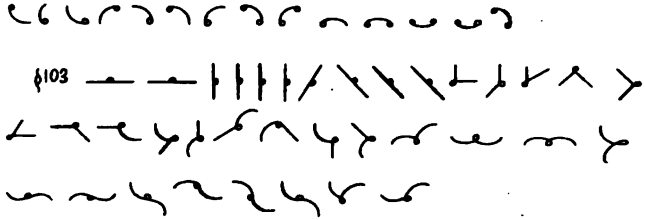

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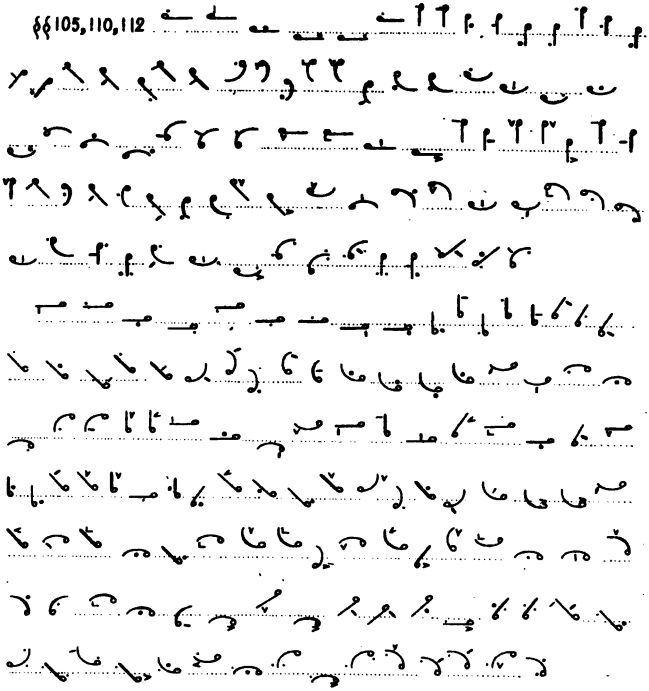

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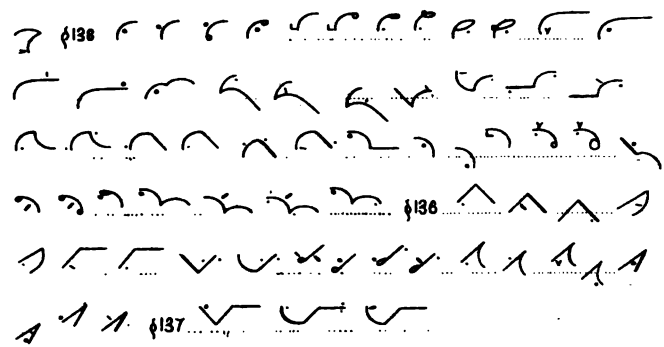

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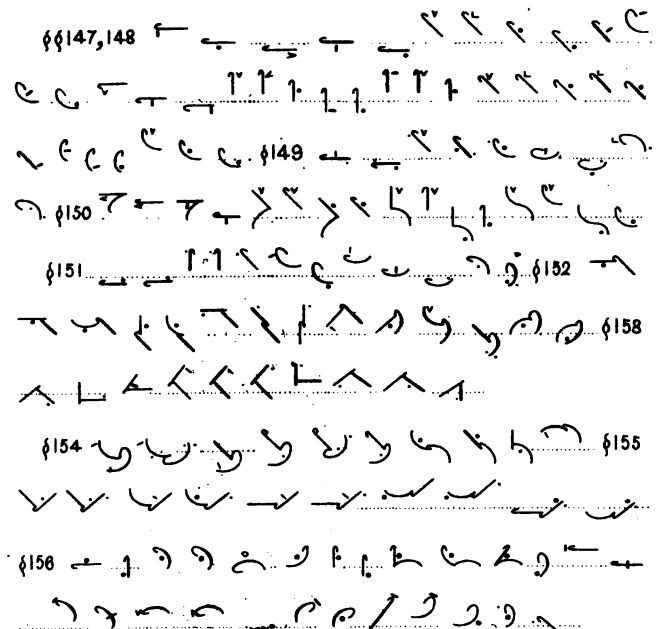

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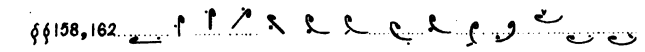

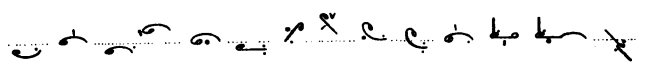

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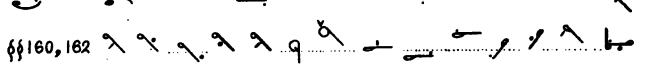

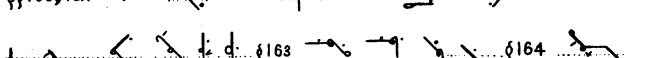

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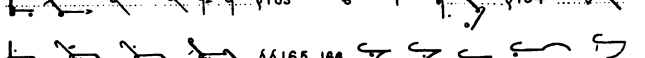

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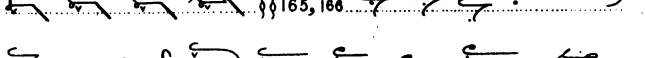

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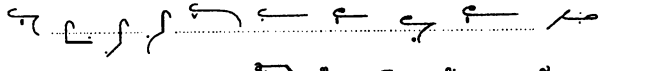

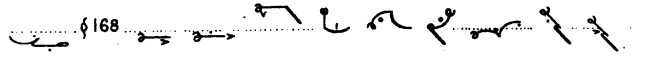

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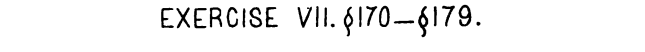

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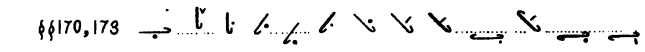

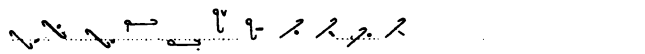

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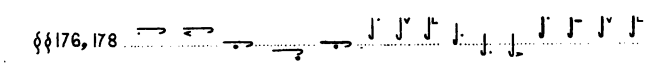

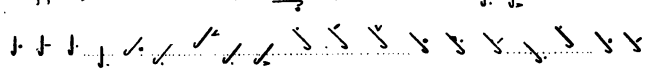

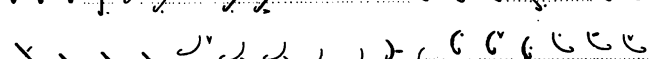

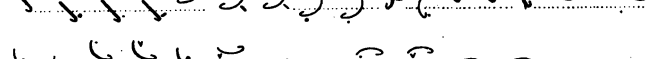

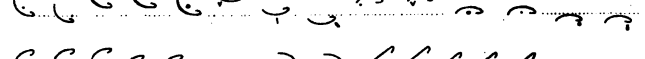

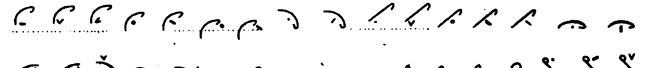

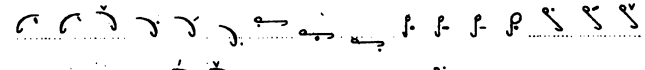

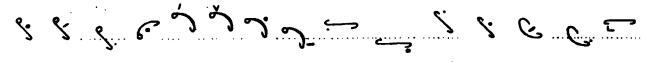

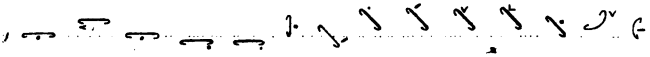

§179

EXERCISE VIII. §180-§199.

§§180, 182

§187

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§191

§192

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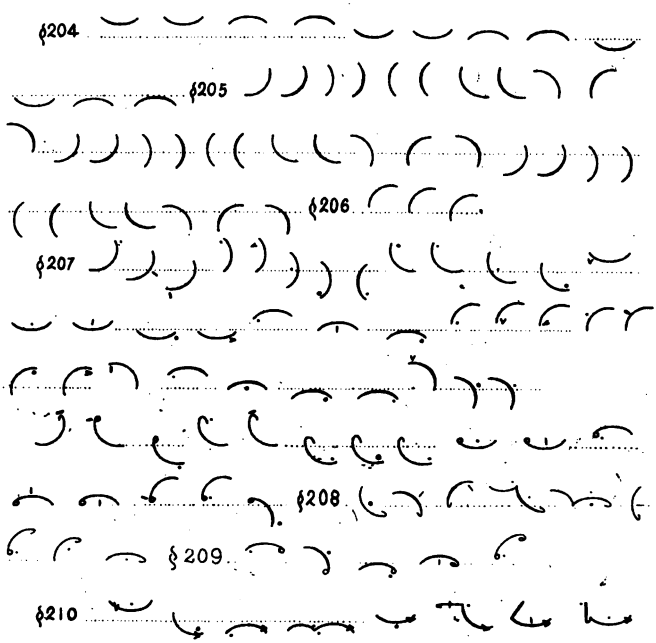
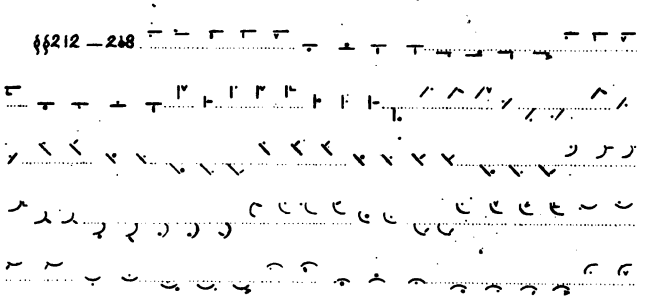
§§197, 198

§199

EXERCISE IX. §202—§211.



EXERCISE X. §212—§236.



§214

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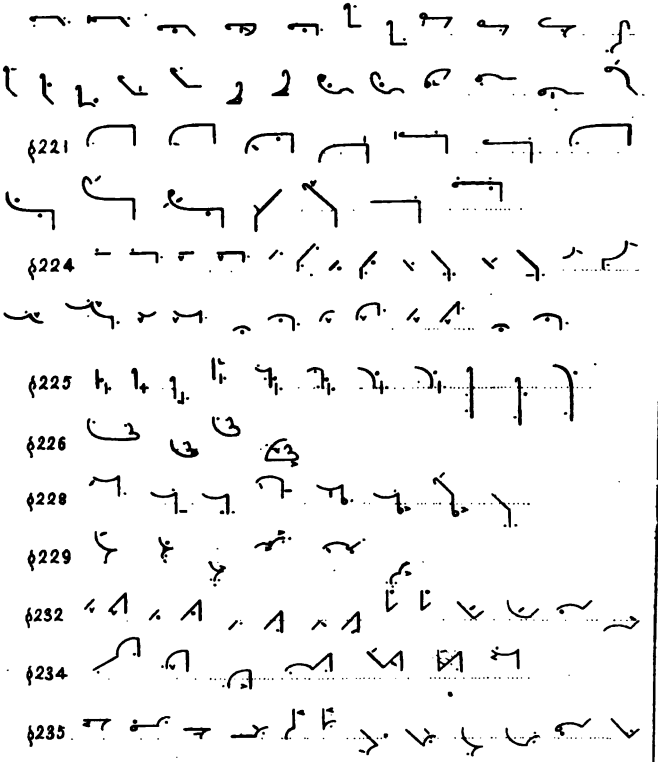
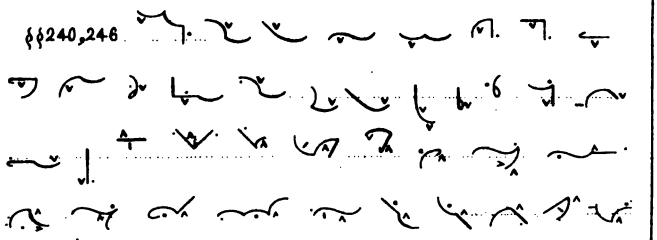
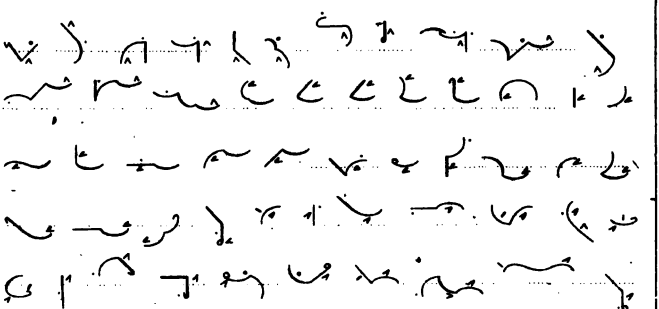
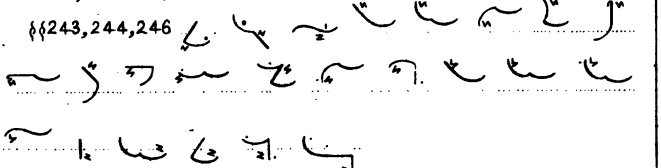


EXERCISE XI. §236–§246.





§§243,244,246



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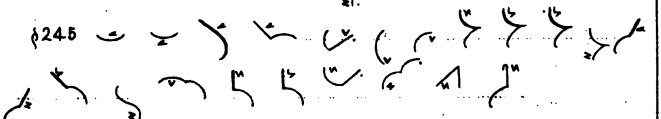
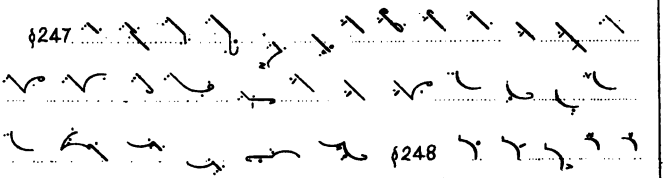


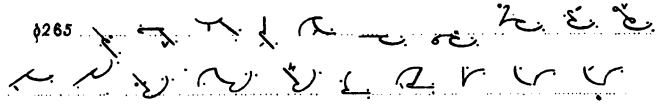
EXERCISE XII. §247—§270.

§247



§248

§265



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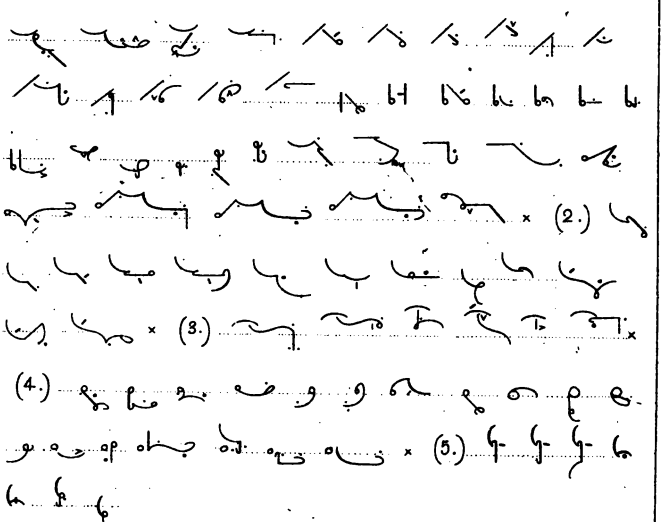
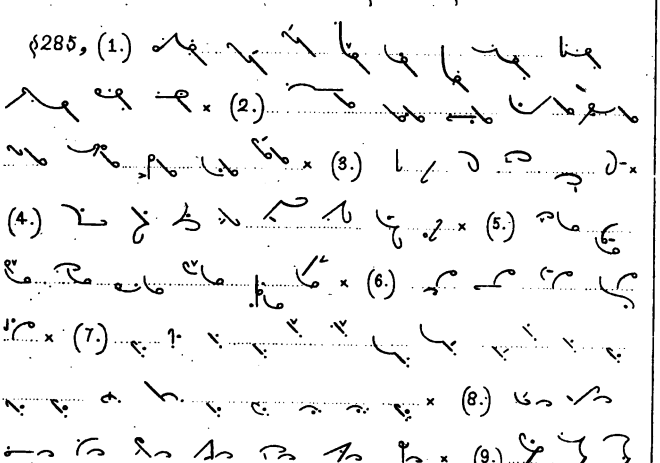
EXERCISE XIII. §271—§284.

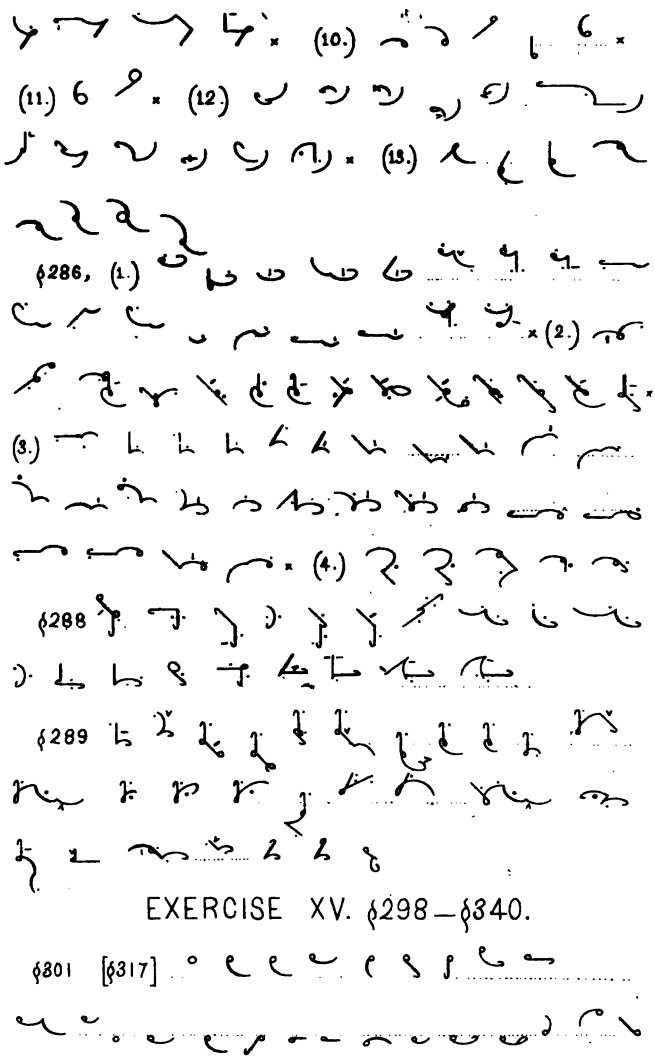
§276

§284, (1.)

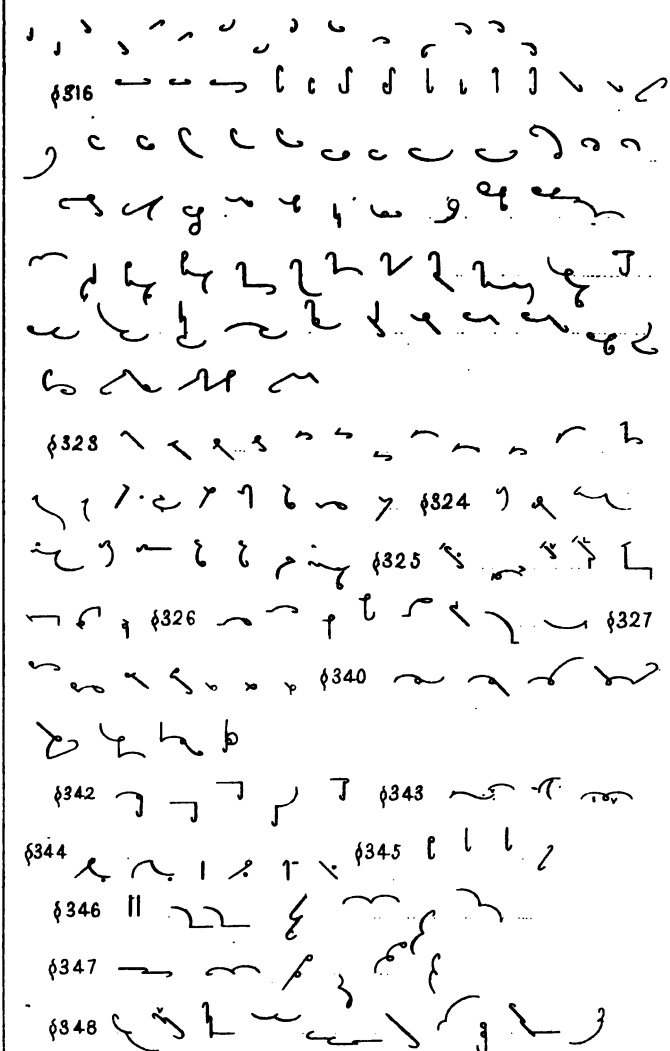


EXERCISE XIV. §285—§289.





EXERCISE XV. §298—§340.


ϕ316
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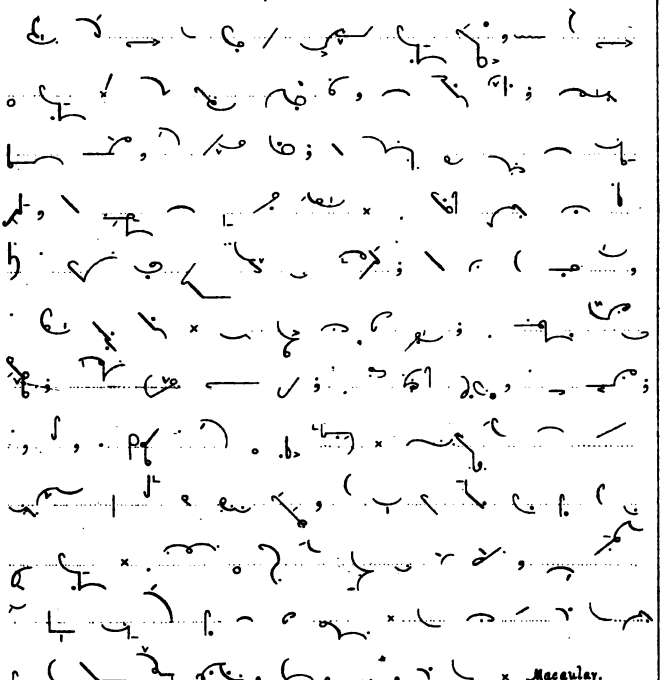
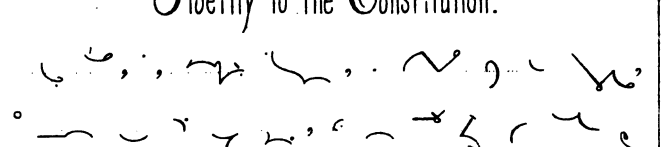
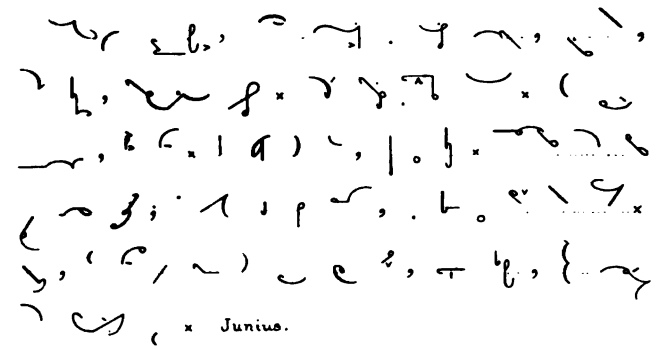
Men Always Fit for Freedom.



Macaulay.

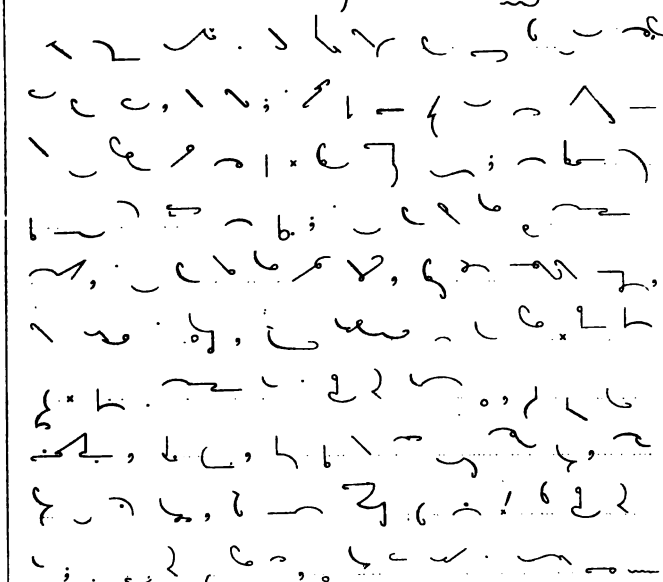
Fidelity to the Constitution.





× Junius.

The House-fly and the Dog.



? Ruskin.

Chemistry — Organic Compounds.

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[illegible] Hunt's Poetry of Science.

Man and Machinery.

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" Chopin.

15/64

Augustus Whitlock

vs

The U.S. Patent Baking Co.

Wm. W. Bonnett

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LESSONS

IN

PHONOGRAPHY:

A COMPLETE GUIDE

TO A

Practical Knowledge of the Art of Phonography.

BY JAMES E. MUNSON,

AUTHOR OF THE COMPLETE PHONOGRAPHER, ETC.

PREFATORY.

THE following Lessons in Phonography are substantially in accordance with the plan adopted by the author in his classes at the Mercantile Library in the city of New York. They have been prepared for the especial use of those who have no teacher; and if they are faithfully and implicitly followed, they will surely lead to a thorough knowledge of the art of Phonography. They will also prove a very valuable assistant to the teacher of Phonography, as they will relieve him almost entirely from all labor, except the mere revision and correction of the written exercises of his pupils. In length they are adapted to a course where the class meets twice a week. Where daily lessons are given, each lesson, when practicable, may be divided into two. The writing exercises may sometimes be found a little fuller than can conveniently be used in class; but they can be easily abridged. Lesson XVIII. may be distributed among adjoining lessons when the teacher wishes to reduce the number for use in a course of twenty lessons.

On the last page will be found a key to a few of the first words of the Engraved Reading Exercises of the Complete Phonographer.

Entered, according to Act of Congress, in the year 1868, by OAKLEY & MASON, in the Clerk's Office of the District Court for the Southern District of New York.

All the reference marks in figures, whether in brackets or not unless otherwise expressed, are to the sections of The Complete Phonographer. Where two numbers are given with the word "to" between, both the numbers are included.

The price of The Complete Phonographer is $2; and learners will find it to their advantage to order it through their nearest bookseller. But in case that is inconvenient, it may be obtained by mail, post-paid, on receipt of price, from the publishers, Harper & Brothers, Franklin Square, New York.

LESSON I.

THE first thing for the learner of Phonography to do, is to thoroughly commit to memory the consonant-signs in the Table on page 18; so that when he sees a phonograph he may instantly know its name and power, and when he hears its name or power, he can instantly write the proper phonographic sign.

The best way to do this is to learn to give the names of the signs when all of the Table is covered except the column of Phonographs; and then to write the signs when the Phonographs are covered.

It is better in the first lesson, however, to only memorize the first sixteen phonographs. The Lesson then will be:

Memorize first sixteen Phonographs in Table on page 18.

Learn §§ 19 to 23. Read §§ 25 to 30. Learn §§ 31 to 37.

Memorize the two second-place long vowels (dot and dash) in Vowel Scale on page 27, taking care not to confound the sounds of the phonographic vowel-signs with the names of the letters of the ordinary alphabet.

Learn §§ 41 to 43.

Read all words on page 205, lines 5, 6, and 7, in which the first sixteen consonant-signs and the two given vowels are used [43].

Write the following words phonographically, letting the consonant stems rest on the line:

Ache [41], oak, gay, ate (*or* eight), oat, toe (*or* tow), aid, ode (*or* owed), day (*or* dey), doe (*or* dough), age, jay, Joe, ape, pay, Poe, Abe, bay (*or* bey), bow (*or* beau), show, ace, say, so (*or* sew), oath, they, though, oaf, foe.

LESSON II.

MEMORIZE remainder of consonant-signs in Table.

Write phonographically the following words:

Nay (*or* neigh), no (*or* know), aim, may, mow (to cut grass), ai. (see § 22 *a*), lay, low, air (use stem Er, and see § 46, I.), oar, ray (use stem Ree, and see § 22 *b*), hay, hoe, yea, way (*or* weigh), woe.

Read remaining words in lines 5, 6, and 7, on page 205.

Learn §§ 59 to 62.

Write § 429.

Review §§ 31 to 37.

Memorize remainder of vowel-signs on page 27.

Learn §§ 38 to 40. Read §§ 44 to 47.

Read first four lines of Exercise III., page 206.

Write the following words phonographically, observing to place the consonant stem in each case in the *first*, *second*, or *third* position [§§ 61, 62], according as the vowel-sign of the word is of the *first*, *second*, or *third* place [§ 36]:

Caw, Coe, key, coo, gay, egg, at, ought (*or* aught), ate, toe, too, eat, add, daw, aid, doe, Dee, etch, each, age, jaw, pa, paw, ape, ope, pay, bah, bay, be, ash, shah, show, she, shoe, saw, ace, say, see, ease, oath, thee, fee, eve, on, no, know, am, aim, may, me, all, law, ale, low, eel, lee, oar, ear, raw, row, rue [oo], hay, hoe, who, yea, you, way, woe, woo.

Read the last two lines on page 206.

In writing the following words containing two vowel-sounds, place the consonant stem in the position indicated by the accented vowel:

Echo, eighty, ado, eddy, Opie, abbey, Anna, Annie, arrow [Er], era, Erie, airy, array, allay, ally, Eli, essay, easy, assay, Emma, obey, ashy, away.

LESSON III.

READ §§ 48 to 50. Learn § 54.

Memorize the Table of Diphthongs, page 31.

Learn §§ 56 to 58.

Read, on page 207, lines 13, 14, and first five words on line 15.

Write the following words:

Cow [54], cue, guy, tie, toy, out, die, eyed, due, chew, joy, jew, pie, pew, by, boy, bow, shy, sigh, ice, soy, sow, sue, eyes, thew, thy, thou, fie, few, vie, vow, view, nigh, my, mow, mew, lie, isle, oil, owl, lieu, ire, hour, rye, row, high, how; adieu, avow, annoy, anew, ahoy, icy, ivy, oily, alloy, allow.

Learn §§ 63 to 69 and 24.

Read Exercise II., pages 205 and 206, pronouncing the names of the phonographs in each combination.

Write phonographically § 430, pages 139 and 140.

LESSON IV.

Learn §§ 70 to 73.

Read page 207, omitting last two lines, and parts heretofore read

Read §§ 74 to 94.

Read last two lines on page 207.

Write the following words:

Cap [63, 70], coop, cake, cook, cog, catch, cab, cube, comb, calm, gawk, gog, gage, game, tack, take, took, touch, top, tame, dike, deep, death, dime, chalk, cheek, chub, jack, joke, job, jam, pack, epoch, peg, pipe, pang, palm, back, buck, book, bag, big, batch, bob, babe, bath, both, thick, thumb, fop, vogue, vouch, vim, nack, nag, name, Mack, make, match, much, mouth, mouthe, maim, hack, hatch, hum, yam, walk, awake, wag, wipe, web.

LESSON V.

Learn §§ 95, 98, 103 to 110. Read §§ 96, 97, 99 to 102.

Read page 208 and first seven lines of page 209.

Write the following words:

Sack [110], skow, sake, sat, sight, stay, suit, city, sad, side, said, sced, such, sage, soap, south, soothe, safe, save, sang, sing, sign, snow, sun, sunny, same, sway; cause, case, gaze, ties, its, days, chose, choose, joys, ages, ashes, shoes, thaws, thus, face, voice, views, nice, niece, news, mouse, aims, Miss, house, yes, use, wise; sacks, sages, space, since.

Scape, scope, seeking, seating, supping, safety, subdue, savage, sank, snap, Smith, smoke, swim; coyness, Thomas, deduce, docks, checks, pathos, box, famous, notice, hacks, yams.

Cask [103], tasty, deceit; excite, accede, gasp, task, desk, passage, bask; causing, gazing, teasing, deceive, chosen, Joseph, passive, besom, fusty, visage, insight, mask, hasp, wisp; facing, evasive, unsung; phasma, massive, massing, mason, hissing, Wesson; nicely.

LESSON VI.

Learn §§ 111 to 127.

Read, on page 209, lines 8 to 14.

Write the following words:

Chaos [111], pious, science; cease [112], sauce, says, saucy; ask

[113], asp, assume; zany [114], Czar, Isaac; gassy [115], posse, fussy, say, spicy, daisy, Vesey, noisy; exhaust, possessed; cases [118], causes, gazes, teases, doses, dozes, chooses, faces, vases, masses, nooses, senses, spices; season [120], society, season.

Stock [122, 125], stake, state, staid, stood, step, stab, staff, stave, stung, stem; cast, coast, gust, tossed, dust, chest, just, post, posed, boast, bust, assist, zest, fast, vest, nest, mast, most, hissed, used, waste.

Castor [123, 125], toaster, duster, Chester, juster, pastor, boaster, faster, roaster, muster, waster; excesses [127], recesses, costs, gusts, chests, castors, toasters, posters, musters.

LESSON VII.

LEARN §§ 128 to 137.

Read last three lines on page 209 and first six on page 210.

Write the following words:

Ash [129], she, Ashby, cash, push, gnash, mush; tissue [130], bushy; shake [131], shoddy, sheep, shame.

Elm [132], alike, elk, Illinois, keel, goal, tall, toll, dell, peal, bale, bile, boil, fail, vale, nell, meal, mule.

Lay [133], law, ale, sale, cell, soul, sly, sallow, lace, loss, lies, eels, alas; lack, like, log, latch, lodge, lap, leap, lobe, lash, loathe, laugh, live, olive, lung, lamb, loom, alway; galley, tally, delay, below, shallow, fellow, Nelly, mellow, rally, hollow, waylay, willow; deluge, pulp, bulb, filch.

Arm [135], ark, orb, air, era, or, Ira, arrow; tar, door, par, poor, boer, sheer, fair, lore, soar, store; ream, rhyme, Aram.

Rack [136], rag, rap, ripe, rib, rash, rouge, wrong, ring, race, rouse, ruby; carry, tory, cherry, perry, marrow, hurry, weary, sorry, story; wreath, reach, arch, urge; curb [137], tardy, cherub.

LESSON VIII.

LEARN §§ 139 to 164.

Read Exercise VI., page 210, down to middle of line 5, on page 211.

Write § 468, and the following words:

Claw [140, 141, 147], clay, clue, glow, gray, tray, Troy, dry, dray odor, play, pry, blow, brow, shrew, usher, throw, either, flay, fray evil, owner, error, only.

Cackle [152], cable, gable, tackle, tunnel, deploy, devil, chapel, channel, juggle, papal, buckle, bevel; copper, gainer, teacher

dinner, poker, betray, figure, voucher, negro, major, locker, archer, robber, Henry, yoker, walker, winner.

Caudle [153], ripple, talker, chopper, jobber, peacefully, registry bushel [154], official, officially.

Call [156], coarse, care, tell, dear, charm, appear, barber, full, near, nor, real, hail, yell, wail, war, wire.

Cycle [158, 162], settle, sagely, supply, safely, seeker, stray, spray, sober, suffer, sooner, stoker, stager, display, vestry [163], extra, pastry, rostrum.

LESSON IX.

LEARN §§ 165 to 179.

Read from middle of line 5, page 211, to end of Exercise VII.

Write the following words:

Quake [165], quick, quoth, quail, quest, twist, quench, quaker, squab, bequest, require, esquire.

Unscrew [168], inscribe, unstrung, unsociable, unseemly, enslave, insoluble.

Cough [170], cave, tough, deaf, chafe, pavé, puff, beef, rave, scoff, surf, bluff, grave, drove, prove, strive, starve.

Cane [176], gown, tan, dine, chain, gin, June, pan, bone, shun, assign [113], thin, than, fan, vein, noun, man, line, arraign, ran, hen, yon, wane; cabin, demon, pigeon, undone; scan, stain, span, soften, swain; clan, crown, frown, spleen, strown.

Cough, coffee [179], chaff, chaffy, tine, tiny, pen, penny, fun, funny, money, briny, crony, China.

LESSON X.

LEARN §§ 180 to 200.

Read Exercise VIII., page 212.

Write the following words:

Caution [180, 182], action, edition, option, fashion, nation, motion, lotion, erasion, ration; caption, admission, mansion.

Causation [187], decision, position, physician, sensation, deposition, succession.

Actor [188], cater, totter, patter, daughter, batter, scatter, platter, spider, gather.

Caves [192], coughs, paves, raves, shines, fines, fans, nouns, lens, actions, fashions, actors, gathers.

Canes [193], gains, towns, dines, dance, chains, joins, runs; dances, pounces; danced, pounced; punster.

Transpose [196], transaction, Pennsylvania, chancery.

Accessions [198], positions, possession, physicians, transitions

Advance [199], dining, punish, fanning, assigning [113], running, waning, yawning, feigning.

LESSON XI.

LEARN §§ 201 to 211.

Read Exercise IX., page 213. In reading the unvocalized stems, give the name and position.

Write all the double-length curved stems in the three positions [204, 205, 206]; and the following words:

Shatter [201, 207], shutter, shudder, oyster [113], Easter, theatre, thither, fatter, father, feature, voter, nature, mother, latter, Luther, orator, water, waiter; Easter-day, motherly, invader; softer, smother; flatter, holder, martyr.

Lender [208], slender, fender, asunder, flounder, mender, tormentor, thunder.

Matters [209], mothers, slanders, thunders, tormentors, cylinders.

Write the following repeated straight stems in the three positions [211]: Pee-Pee, Bee-Bee, Tee-Tee, Dee-Dee, Chay-Chay, Jay-Jay, Ree-Ree.

LESSON XII.

LEARN §§ 212 to 218.

Read Exercise X., page 213, down to and including three lines on page 215.

Write the following words:

Act [212, 218], caught, ached, got, gout, taught, tight, doubt, date, deed, chat, jade, pat, apt, pate, pout, bat, bate, shout, iced [58, 113], east, oozed, fat, void, vote, ant, not, made, lot, art, rat, hat, yacht, wight, wait, wade, wood.

LESSON XIII.

LEARN §§ 219 to 235.

Read, commencing with line 4, page 215, to end of Exercise X.

Write the following words:

Catched [220], copied, calmed, gamed, tact, talked, docket, chalked, jammed, poked, shamed, thicket, maimed, lodged, argued, racked, hacked, yoked, awaked; cottage, active, native, waiting; sacked, sided, speed, saved, smote, salt; acts [218], gets, doubts, bites, thoughts, lights, arts, rats, hates, woods; clad, glad, plied, blade, flight, float; cried, grade, treat, fright, word; coughed, chafed; kind, count, gained, taint, dent, faint, thinned, mend, hand, wend; cautioned, fashioned; coact [221], cooked, locked, cracked; octagon [223], catacomb; acted [224], guided, fated, shouted

dotted [225], dated, waited; fashionist [226], elocutionist; giddy [228], tidy, duty, pity, meadow; cavity [229], gravity, cruelty stability; carried [234], tallied, torrid, borrowed, married; gulled, gullet [235], toiled, toilet, pilot, mart.

LESSON XIV.

LEARN §§ 236 to 246.

Read Exercise XI., pages 216 and 217.

Write the following words:

Hurrahing [240]; weighing, saying, laity, grayish; seeing, deist; hygeist; Iago; apiary, foliage; hygiene, minutiæ; cassia, alias, piazza, Pavia, Arabia; Dieppe, Henrietta, audience; envying, varying; pawing, sawing, thawing; showy, growing, snowy; wooing, Louis, cooing, rueing; carryall; olio, cameo, folio; idiom, union, idiot; opium, various, Fabius, curious; Fabii [243], Genii; Honeoye; eying [244], vying, sighing, drying; boyish, toying, coyish, moiety; bowing, vowing, avowing; dewy, viewing, vacuity; theology [245], Judea, Boaz, chaos, theory, Owen, poem, mayor, riot, diem, fuel, vial, avowal, jewel.

LESSON XV.

LEARN §§ 247 to 249, and 580. Read §§ 250 to 264. Learn §§ 265 to 270.

Read Exercise XII., pages 217 and 218.

Write the following words:

Hope [247], hip, whoop, hub, half, have, heave, heaped, haft, halved, hapless, habitation; perhaps, Alhambra, Abraham, behave.

Laudably [265], agreeably, likely, calmly, lazily, lovingly, kingly, strongly, boyishly, madly, badly, nicely, jelly.

Plenary [266], sundry, robbery, surgery, archery, mockery, slippery, watery.

Creature [269], lecture, culture, rapture, feature, nature, juncture, adventure, moisture, texture.

LESSON XVI.

READ §§ 271 to 274.

Learn §§ 275, 276, 282 to 284.

Read Exercise XIII., pages 218 and 219.

Write the following words:

Liberal [276], illiberal, limitable, illimitable, legibly, illegibly, legal, illegal, mutable, immutable, modest, immodest, navigable, unnavigable, nerve, unnerve, reparable, irreparable, rational, irrational

Concoct [284], concur, contend, complain, cumbrance; incompetent, encumbered, unconfined, recognize, reconsider, decompose, discompose, circumspect.

Forbade, foreclose, former, forfeit, forward.

Magnanimity, magnesia, magnetic, magnetism, magnificent, magnitude.

Self-abasement, self-love, self-esteem, selfish; self-same, self-command, self-conceit.

Withal, withdraw, withhold, withstand, withstood, within.

LESSON XVII.

LEARN §§ 285 to 289.

Read Exercise XIV., pages 219 and 220.

Write the following words:

Demandable [285], fashionable, defensible, sensible, forcibly.

Amicableness, teachableness, suitableness, plausibleness, agreeableness.

Whoever, soever, however, whichever [CHf].

Gleeful, shameful, careful, wrongful, joyful. The stem Ef is also sometimes used for "ful," as in wonderful, handful.

Dreadfulness, peacefulness, carefulness, painfulness, usefulness.

Heedlessness, carelessness, thoughtlessness, fearlessness.

Patting, betting, trotting, meeting, chanting; meetings, pleadings.

Fundamental, regimental, instrumental, instrumentality.

Theology, phraseology, doxology.

Itself, myself.

Friendship, hardship, lordship, worship.

Howsoever, whosoever, whichsoever [CH-sV].

Clanked, ranked, function; post-master, postpone, testimony, trustful; vamped, limpt, cramped, presumption, prompter, pumps, clamps, glimpsed; misstate, misshape; fact [287], reject, inspect, exist; dramatic; tangle, strange; subscription; ranger, messenger; tamper, temperance; substantial [288], invention, geographical; assignment [289], identical.

LESSON XVIII.

READ §§ 278 to 280.

Learn at § 281 the signs for the following words:

Can, come, could, go, gave, give-n, *at*, what, took, had, do, did, charge, change, which, large, advantage, part, opportunity, object, but, *be*, shall, should, was, these, thank, worth, think, that, them, with, form, for, *if*, have, ever, along, long, among, thing, own, any.

from, well, will, her, here, our, are, were, where, he, him, who-m, beyond, yet, you, why, without, when, would, as, has, is, his, an, and, a, the, awe, owe, eye.

Learn §§ 292 to 297.

LESSON XIX.

Learn §§ 298 to 306, and 318.

Read Exercise XV., page 220, down to and including three phrases on line 8, page 221; using the key on page 191 when necessary.

Write the following phrases:

As can [301, 318], as what, as had, as shall, as that, as have, as long, as well; has come, has had, has ever, has long, has our; can his, at as, what has, had as, which is, show us, she is, from his, among us, such as, same as; as only, as able; through us, either is, only as; has about, has thought, has not, about as, let us.

Is sick [302], has sought, has said, as such, is soon; cause us, use his; as his, has his, as has, has as, is as, is his.

As it ought [303], as it had, as to which, as it should, has to be, as it may; give us the, show us the, thinks the; as the, has the, as it, as to, is it, as it is, is it as.

As there can [304], as there ought, because there is, unless there is, as there, as there is.

Can all [306], at all, it will, each will, which will, that will, them all, if all, among all, on all, in all, he will.

LESSON XX.

Learn §§ 307 to 314.

Read, commencing on page 221, at fourth phrase, line 8, down to within five phrases of bottom of page.

Write the following phrases:

Can our [307], could our, at or, at our, to our, two or, shall our should our, these are, in or, on or, all our, who are, we are.

Can we [308], could we, ought we, but we, do we.

Can you [167, 309], were you, could you, do you, had you, did you, by your.

In some [310], in slavery, in his usual, in surmounting.

Can have [311], could have, out of, what if, change of, part of, shall have [175], they have.

At an [312], by an, of an, in an, you and, her own, our own, have been, you have been, other than, more than, rather than, faster than.

Can there [313], at their, shall there, should there, on their, among their, may their, all other, would there.

Can the [314], could it, at the, ought to, by the, with the, that the, all the, on the, in the, would it, had to.

LESSON XXI.

LEARN §§ 315 to 348.

Read, commencing with last five phrases on page 221 to bottom of page 222.

Write the following phrases:

Can not [315], could not, had not, do not, did not, shall not should not, may not, would not, can we not.

Can all of [316], can all of the, as soon as, as long as, as long as there is, what will there, among all the circumstances, do you mean to say, on all other occasions, if there is anything.

What was [320], it was, where was, at one.

I can [323], I had, I shall, I am, I know, I do not; a man, a safe and my, and then; when I was, for I must, shall I; I will [324], I will have, I have, I will not say; I conclude [325], I contend, and connected; the man [326], the most, get the, meet the, whether the; and as [327], and as I have, and I; paying the [329], paying a.

Must have [340], you and I, it had [629], it would, had had, cost them, next year, next day; must have done [342]; loss of money [343], last of them; to resign [344], to do, to assume; ought to have [345], which are to have; from day to day [346], from hour to hour; again and again [347]; better and better [348], deeper and deeper, shorter and shorter.

CONCLUDING REMARKS.

THE learner has now passed over all the rules of Phonography. He has yet to commit to memory the list of words at § 277, the remainder of the word-signs, § 281, and the contractions, §§ 291 and 350. This work may be divided into small daily tasks of say a page or a column, and thus be made comparatively light. The learner should now go on with the reading lessons at page 223, using the key at page 193 as little as possible. At this point, if the assistance of a teacher can be had to correct a few exercises, it will be found a valuable aid. For that purpose the learner may cut a slip from a newspaper, write it on alternate lines in phonography as well as he can, and send it to the teacher. The lessons should not be too long —not over a page of foolscap in length. The teacher's corrections should be on the blank line below the outlines corrected; and references to the sections of the C. P. containing the violated rules should also be given. If a teacher can not be had, a good substi-

tute is to be found in the following plan: Write a page of the key and then compare it with the engraved outlines. Write and rewrite each page until no mistakes are made, and then proceed to the next. No attempt to write fast should be made until the learner can write correctly.

KEY TO A PORTION OF THE READING EXERCISES OF THE COMPLETE PHONOGRAPHER.

[Page 205, lines 5, 6, and 7], (5) Ache, oak, aid, ate, egg, age, no (*or* know), Abe, gay, doe (*or* dough), go, jay, day, Joe, lay, row, ray, low, oar, (6) ode (*or* owed), bay, etch, beau (*or* bow), may, edge, ape, ace, up, show, pay, say, mow, ayes, oath, ail (*or* ale), so (*or* sew), they, though, aim, (7) hay, foe, yea, Poe, way, woe, oat, toe, ebb, Coe, Zoe, kay, low, hoe.

[Exercise III., page 206], (1) Pa, bah, ma, caw, may, pay, day, ray, key, me, lea, she, am, aught, (2) odd, or, ache, oak, aid, eve, ease, eke, ooze, paw, toe, eight (*or* ate), each, say, ash, law, show, so, up, ace, (3) lay, ebb, eel, oat, ill, oaf, shaw, ape, pay, coo, gnaw, row, though, be, they, eat, it, at, (4) to, too (*or* two), chaw, fee, saw, raw, foe, hay, you, who, we, jaw, way, woo, ye, yea.

(5) Echo, eighty, eddy, ado, Esau, essay, easy, assay, Anna, Annie, any, Emma, Amy, arrow, obey, Opie, (6) ashy, alley, Ella, allay, Erie, away, abbey, aha!

(7) Calm, palm, balm, par, far, laugh, patch, back, bake, beck, (8) peg, beg, death, cage, ledge, lathe, coach, lodge, ledge, latch, neck, balk, peach, pitch, pack, (9) peak, peck, king, fob, fib, fop, fip, bog, bug, big, dam, dumb, dim, (10) mum, muck, book, cake, kick, cook, lake, lick, lock, luck, (11) tar, tore, tear, chalk, check, cheek, jam, jem, batch, beech, took, tick, cap, cup, map, (12) mob, tame, tomb, bang, dodge, tooth, teeth, ring, rung, walk, wake, week, wing.

(13) Copy, aching, awake, oakum, tabby, autumn, atom, touchy, attack, attic, adage, aiding, chalky, (14) chubby, etching, jockey, jaggy, palmy, apathy, pitchy, epic, balmy, balky, boggy, buggy, aback, foggy, (15) evoke, mummy mucky, enemy, envy, navy, inky.

A NEW AND SIMPLIFIED CLASSIFICATION AND ARRANGEMENT OF THE

CONSONANT-SIGNS OF PHONOGRAPHY,

WITH A NEW AND COMPREHENSIVE RULE FOR VOCALIZATION, AFFORDING INCREASED FACILITY IN LEARNING THE ART.

By JAMES E. MUNSON,

Official Stenographer to the Surrogate's Court of New York, and Author of the "Complete Phonographer."

The different kinds of consonant-signs used in Phonography may be classified under four distinct heads, and arranged in the following order:

I.—SIMPLE STEMS.

Under this head are comprised all the simple, alphabetic stems.

Examples: P, B, K, G, F, V, S, Z, M, N, etc.

II.—HOOKED STEMS.

Under this head belong all the signs that have hooks, whether the hooks be initial or final.

Rule I. The power of any hook, whether initial or final, takes effect *after* the power of the stem to which it belongs.

Examples: Pl, Pr, Kw, Ky, Kf, Pn, Fn, Kshn, Fshn, Ktr, etc.

Rule II. The power of any initial hook takes effect before that of any final hook on the same stem.

Examples: Grf, Fln, Kwtr, Kltr, etc.

III.—MODIFIED STEMS.

Under this head belong the Lengthening and Halving principles.

Rule. The power of any modification takes effect after the power of the stem that is modified, or of any of its hooks.

Entered, according to Act of Congress, in the year 1867, by James E. Munson, in the Clerk's Office of the District Court of the United States for the Southern District of New York.

EXAMPLES: Ntr, Fltr, Mntr, Gt, Klt, Krt, Kwt, Pft, Pnt, Pahnt, Ptrd, Plnt, Prnt, etc

RULE FOR VOCALIZING.

A vowel-sign placed *before* a stem is read before the stem, and consequently before any of its hooks and modifications. A vowel-sign placed *after* a stem, is read after the stem and any initial hook, and before any final hook, and consequently before any modification.

EXAMPLES: *aid*, *ache*, *odor*, *oval*, *actor*, *under*, *ancient*; *bay*, *hay*, *play*, *pray*, *deaf*, *cane*, *vain*, *motion*, *cater*, *prove*, *letter*, *mother*, *mender*, *date*, *get*, *prate*, *blend*, *approved*, etc.

IV.—CIRCLES AND LOOPS.

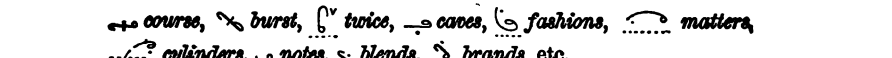
Although the Circles and Loops are generally joined to a stem, they are INDEPENDENT SIGNS, and are not to be considered as forming any part of the stems to which they are joined. Thus, in the circle may be said to belong either to the D or to the K; and in (the outline for *honestly*) the loop may, with equal propriety, be said to belong to the N or to the L. Hence the following rules:

RULE I. When a circle or loop is joined *initially* to a stem, its power takes effect *before* anything else—that is, before the power of the stem, and of all its hooks and modifications, and of all its vowel-signs.

EXAMPLES: sP, sK, sPl, sFl, sMr, sKw, sPr, ssPr, stPr, s*L*tr, sKt, stKt, sPnd, *seat*, *sable*, *saber*, *session*, *psalter*, *slender*, *settled*, *sobered*, etc.

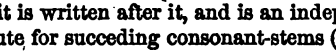
RULE II. When a circle or loop is joined *finally* to a stem, its power takes effect *after* everything else—that is, after the power of the stem, and of all its hooks and modifications, and of all its vowel-signs.

EXAMPLES: Ks, Vs, Kss, Fss, Kst, Kstr, Tws, Kfs, Kshns, Fshns, Ktrs, Vns, Pns, Dnss, Gnst, Pnstr, Mtrs, Mntrs, Kts, Mdst, Drfts, Knts, Blnds, Brnds, *teas*,

 *course*, *burst*, *twice*, *caves*, *fashions*, *matters*, *cylinders*, *notes*, *blends*, *brands*, etc.

NOTE.—The In-hook, as in *unstrung*, *enslave*, is read *before* the circle, because it is written before it, and is an independent abbreviation or substitute for a preceding consonant-stem (N); and the Ishun-hook, as in *physician*, is read *after* a circle or loop, because it is written after it, and is an independent abbreviation or substitute for succeding consonant-stems (SH and N).

REASONS FOR ALLOWING THE POWER OF THE LENGTHENING PRINCIPLE TO TAKE EFFECT AFTER, INSTEAD OF BEFORE, FINAL HOOKS.*

EXAMPLES:  *tormentor*, *slender*, *summon their*.

I. It harmonizes with the analogous principle of allowing the power of the Halving Principle to take effect after the power of final hooks; and, while it does not materially change the practice of writing Phonography, it renders the New Classification and Arrangement of Phonography possible.

II. It simplifies the outlines of many more words than does the old plan.

WORDS THAT ARE WRITTEN ACCORDING TO THE NEW PLAN.

Lengthen to add -ter and -der in the following words: finder, founder, fainter, fender, vaunter, venter, vender, thunder, assenter, asunder, O'Shanter, meander, maunder, mentor, mender, minter, Lander, islander, lender, wander, winder, wonder, winter, yonder, hander, hinder, hinder, haunter, hunter, hinter, slander, solander, slender, sellander, cylinder, flounder, flinder, there-under, fomenter, inventor, pomander, lavender, remainder, palender, inlander, salamander, tormentor, germander.

WORDS THAT ARE WRITTEN ACCORDING TO THE OLD PLAN.

Veteran, eastern, slattern, hawthorn, lantern, subaltern, northern, southern, moderation, alteration, alliteration, inveteration, obliteration, adulteration, filtration, modern, concentration.

III. The improvement to the outlines of the words that are written according to the new plan, is greater than the improvement to the outlines of those words that are written according to the old plan. [See illustrations to heading II.]

IV. The outlines given by the new plan may all be vocalized,

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* Adopted by Mr. I. Pitman in his Eleventh Edition of Phonography.

while those resulting from the use of the old plan frequently can not receive all their vowel-signs; as in *moderation*, *alteration*, etc. Hence the new plan is the more natural one, and the outlines that it gives, even in unvocalized Phonography, will be more legible.

V. It greatly extends the application of the phraseographic principle of indicating *their*, *there*, *they are*, and *other*, by Lengthening.

PHRASES WRITTEN ACCORDING TO THE NEW PLAN.

Lengthen to add *their*, *there*, and *other* in the following: lean-their, mean-their, wean-their, fan-their, than-their, than-there-is, then-their, then-there-is, even-there, feign-their, assign-their, lain-there, vain-their, within-their, win-their, commission-their, won-their, earn-their, loan-their, shun-their, shown-there, shine-there, known-their, demean-there, bemoan-their, woman-there, women-there, roughen-their, fallen-there, malign-their, slain-there, summon-their, concern-their, stolen-their, station-their, examine-their, specimen-there, strengthen-their, lengthen-their, enliven-their, purloin-their, replevin-their, learn-their, mourn-their, warn-their, shown-there, freshen-their, fashion-their, admission-there, sanction-there, mention-their, shall-another, show-another, should-another, usually-another, was-another, think-another, that-another, with-another, from-another, for-another, if-another, have-another, of-another, among-another, on-another, in-another, from-another, how-another, beyond-another, yet-another, why-another, when-another, would-another, these-and-other, that-and-other, them-and-other.

PHRASES WRITTEN ACCORDING TO THE OLD PLAN.

Further-than, farther-than, flatter-than, harder-than, later-than, louder-than, mightier-than, older-than, shorter-than, sweeter-than, wilder-than, whiter-than, wider-than, lighter-than, after-one, further-one, another-one, the-other-one, whether-one, have-there-been, all-their-own, or-their-own, feel-their-own, for-all-their-own, for-their-own, from-their-own, have-their-own, if-their-own, in-their-own, over-their-own, shall-their-own, was-their-own, among-their-own, shall-therefore, should-therefore, so-therefore, was-therefore, think-therefore, that-therefore, if-therefore, may-therefore.

The greatest loss from adopting the new plan is that of not being able to write *own* after lengthened curves with the n-hook. Still, there is this to be said: *own* is a comparatively infrequent word, and when it does occur, it may be written almost as easily with the stem N as with the hook; while *thr* (in *there*, *their*, *they are*, and *other*) is of very frequent occurrence, and its stem DHr is much more difficult, and occupies considerably more time in writing, than the stem N. So, when *therefore* is joined after lengthened curves in phrases, instead of using the f-hook for *-fore*, the stem F or Fr must be employed, and is almost as serviceable.

THE COMPLETE PHONOGRAPHER.

TESTIMONIALS OF PHONOGRAPHERS.

BURLINGTON, Iowa, April 5, 1869.

* * * * I have examined a number of systems of Phonography. I first learned and practiced Pitman's system. I made it a point to procure and examine every work on the subject that I could hear of; but I did not expect to hear of or find a better one than Pitman's. But I did finally hit upon a work,—"The Complete Phonographer," by J. E. Munson, a practical reporter of New York City, which elucidates a system that I found superior to any other I had yet met with. I was so struck with its beauty, symmetry, comprehensiveness, and philosophical arrangement and presentation, that I determined to adopt it in my practice as reporter. I have never had occasion since to regret the few months' labor and close application it cost me to acquire it. As Pitman's Phonography was superior to anything that had gone before it, so is Munson's superior to that of Pitman. My experience as teacher and writer of this system, as well as in reporting, have only served to confirm my good opinion of it.

NOBLE E. DAWSON.

PROVIDENCE, R. I., April 2, 1869.

ONLY those who, like myself, have made Phonography a life-profession can fully appreciate the immense utility of the ingenious expedients invented by Mr. Munson, which not only enhances one's power of rapid writing, but also adds materially to the certainty and quickness with which notes can be deciphered. This system is em bodied in "The Complete Phonographer," a work which, for its clear methodical treatment of the subject, its concise and comprehensive statement of principles, its happily chosen examples, and its minute and sagacious directions respecting every step of the road to be travelled by the pupil, is one of the most admirable text-books that could possibly be put into the hands of young learners. There is no doubt that this system of phonography can be readily acquired by children so as to be written fourfold as fast as longhand, producing manuscript that is legible without the slighest difficulty or

hesitation, and presenting a more elegant appearance than almost any other kind of text. This system is doubtless the most improved and advanced of any that has ever been constructed. To the eye of the connoisseur it seems perfection itself. Having been for twenty years in the constant use of Phonography, and for the greater portion of the time engaged in professional practice as a short-hand writer in legislatures and in courts, I give these opinions because I feel that thorough familiarity with every device that has been attempted almost from the first invention of the art has placed me in a position to judge discriminatingly of anything pertaining thereto. I am well convinced of the superior economy, availability, and philosophical accuracy of Mr. Munson's system.

EDWIN R. GARDINER,
Phon. Law Reporter in Sup. Ct. of R. I.

ST. LOUIS, MO., April 8, 1869.

I SPEAK from experience in learning, teaching, and daily practice. I learned both Pitman's and Graham's systems, and used both in practice. Obtaining a copy of "The Complete Phonographer," I learned the system published by James E. Munson.

For practical use in reporting, it is far beyond any other system now published, and better adapted to the comprehension of a general class, as found in the public schools, than either of the other systems. Easier learned and better retained by the mind.

CHARLES E. HOGAN.

ST. LOUIS, April 6, 1869.

I LATELY obtained a copy of "The Complete Phonographer," and gave it a thorough examination. I am thoroughly convinced that by it Phonography can be learned in much less time by a beginner (say one-third); and I know that it is much more easily and accurately read—two of the most important items in the successful practice of Phonography. I believe it can be written as rapidly as any other system. This is owing chiefly to the inversion of the old vowel scale—to the doing away with the ticks and dashes that so complicate other systems with which I am familiar.

ARTHUR J. BARNES.

DETROIT, April 8, 1869.

* * * * * My first study of Phonography was the system as taught in Mr. Benn Pitman's instruction

book; and afterwards I gave some attention to Mr. Graham's book, but without results satisfactory to myself in either case. I found the "corresponding" and "reporting" styles constant stumbling-blocks, and after nearly a year's study, came to the conclusion that a knowledge of Phonography would not be worth to me, as a branch of general education, the time and labor that must be spent in obtaining it through any of the books that had come to my notice thus far. I saw that there was real gold in the pan, and I resolved to wait for the coming man who should purify it, and mould it into real coin. Happily I had not long to wait, for a few months afterwards there appeared in New York a work entitled "The Complete Phonographer," and I immediately ordered a copy and commenced its study. In six months I was able to read and write the characters readily, finding the system and the manner of teaching it clear and methodical—not without some slight defects, but so immensely preferable to those I had previously studied, that I have never spent an hour's time on them since.

L. A. SHERMAN.

No. 124 SUPERIOR STREET,
CLEVELAND, O., April 5, 1869.

HAVING been myself, for more than twenty years now, an enthusiastic advocate of the entire spelling reform, and a devotee of the beautiful art of Phonography, I hail with the greatest pleasure the prospect of an early fruition of my long-cherished hopes. If once there shall be a pretty general acquaintance among educated persons with the science of Phonetics, as embodied in Phonographic shorthand, I have no fears for the result of the general phonetic reform. I have for the last twenty years taught classes in Phonography, and am pretty well acquainted with the history of the art, and with the text-books, except that I have not seen some of the later editions of Isaac Pitman's Manual. I have examined carefully all the American books printed on the subject, and have come to the conclusion that Mr. Munson's, on the whole, is much the best exposition of the art and science, as well as the best elementary instruction book of all those published in this country. I limit my statement to books published in this country simply, because, as before intimated, I have not examined Isaac Pitman's late editions of his Manual. Accordingly for the last six months I have used Munson's "Complete Phonographer" in my classes, and with increasing satisfaction.

In regard to the new vowel scale (which is the one that Isaac Pitman has used for nearly a dozen years), there can be no question of its being *the true one.*

E. D. STARK.

ALBANY, N. Y., April 8, 1869.

I HAVE had an acquaintance of ten years with the practice of phonography, and during that time I have occasionally examined the various systems in use, and have had considerable experience in working with and employing short-hand reporters. It is my opinion that the system of phonography taught in Munson's Complete Phonographer is the best in practice. It is improved, simplified, and to a great extent relieved of exceptional forms and intricate contractions. I should not hesitate to advise any one commencing the study of Phonography, to learn Mr. Munson's system.

Very truly yours,

GEORGE WAKEMAN,
Stenographer to Senate.

PROVIDENCE, R. I., April 8, 1869.

* * * I judge from my own experience and observation that the theoretical knowledge of Munson's system will never require over one-third of the time for acquirement that is required by the old systems. It is entirely legible in its briefest style, and it requires much less mental effort in writing. I am confident its capabilities for speed are equal to any other system. While the old systems have served a good purpose in their day, like everything save the exact sciences they are susceptible of improvement. Mr. Munson has done this, in my opinion; and until further improvements are made, which can hardly be soon, all beginners of phonography should employ his system. By it they will become good short-hand writers in the briefest possible time.

J. E. COLBURN.

DELAWARE, O., April, 1869.

I USED A. J. Graham's Handbook for several years, but have, since the last two years, introduced "The Complete Phonographer," by Mr. James E. Munson, as the text-book in all my classes.

Mr. Munson has given Phonography a system that will place it alongside of the common branches of education.

D. G. STRONG,
Teacher of Phonography,
Ohio Wesleyan University, Delaware, O.

LEXINGTON, KY., April 5, 1869.

A SYSTEM of Phonography, to be successfully employed by the masses, must be: (1), *Simple, natural*, i. e., free (as far as the nature of the subject will admit) from specialties, yet rapid enough to enable one to report 150 or 175 words per minute; (2), It must be *legible*, readily interpreted—one requisite in which most systems greatly fail—for of what use is one's writing if it cannot be read? (3), It should admit of ready *acquisition* and easy *outlining*. These follow, however, if the system possess the two former qualities.

I have written and taught A. J. Graham's system, and found that it fails more or less in all these points, save rapidity, which is gained at the expense of these more valuable requisites. Its rapidity exceeds Munson's but little, if any.

Essentially the same objection lies against Benn Pitman's system, which I possess and have examined.

When a student has got over the "Corresponding style," in these authors, he usually comes to a dead stand.

From a low estimate based on my experience in learning, writing, and teaching Phonography, Munson's system can be learned in three-fourths of the time it takes to acquire Graham's.

Munson's work is concise, clear, and complete, well worthy of its name.

I am not related to, and do not personally know, the author of the "Complete Phonographer."

T. V. MUNSON.

MILLERSBURG, O., April 8, 1869.

I HAVE had nearly fourteen years' experience in the use of shorthand, in reporting, taking notes, &c.; have taught a large number this art, using Pitman's, Graham's, and Munson's works; and find that those who used Mr. Munson's "Complete Phonographer," learned corresponding and reporting styles better in about half the time than was usually employed in learning the Pitman and Graham corresponding style alone.

The "Complete Phonographer" does away with the incongruities heretofore found in Phonography, and sets forth the art in a more clear, rational, and practical manner, and, therefore, it is acquired with far greater ease than any other system heretofore published. And because it is systematic—with but few exceptions to the rules given—it is more easily retained

With these and other reasons drawn from experience I am more fully convinced than ever that "Munson's system is the most suitable one for the masses," and that the "Complete Phonographer" is the best adapted to the wants of common, public, or high schools, and to any who is obliged to learn the art without the aid of a teacher.

[Rev.] Wm. Kepler,
Pastor M. E. Church, Millersburg, Ohio.

Cincinnatus, N. Y. April 5, 1869.

* * * * * I have been studying Munson's system about two years, and have been teaching it over a year. I had no instruction in learning it except his book. I must say I am perfectly delighted with his system—it is so plain and easy to be learned. There can be nothing more simple and easy to be comprehended. I am surprised at the number already using it all over the country, in so short a time. I am in receipt of letters from all parts of the country from Phonographic correspondents, some of whom have left other systems for this, and they are ardent admirers of this system; and, what is better, they are determined that it shall come into general use. That it is destined to take the place of all other systems, I have not a doubt. I have had quite a number of pupils under my instruction the past year. Some of them are very fine phonographers now. I have one now who has mastered the whole system in about six weeks. He has not spent to exceed one hour a day, and he can read and write the reporting style very readily. I looked through Graham's system the other day, and made up my mind that if I knew nothing of Phonography, and had to learn that system or none, I should never try to learn.

L. J. Larrabee.

Washington, April 2, 1869.

From a twenty years' acquaintance with Phonography, both in reporting and teaching, I trust my suggestions may have some weight. I wrote Pitman's arrangement up to 1859, when I made a change to an arrangement as nearly like that of Mr. James E. Munson's, in his "Complete Phonographer," as the knowledge extant upon the subject permitted. I have since then taught Mr. Munson's arrangement, and had occasion to examine it critically, and am free to say that it possesses points of superiority over any other arrangement in existence. Its strict adherence to phonetic rule, freedom from per-

plexing exceptions, and its remarkable legibility, are points which must commend it to all intelligent persons in comparing it with others.

M. A. CLANCY.

BANGOR, ME., April 5, 1869.

I HAVE given considerable time to the investigation of the merits of the different systems of Phonography, and have come to the conclusion that the requisites of a practical system of short-hand writing, speed, and legibility, are best attained by Munson's Phonography.

No system of short-hand writing can ever come into daily practical use which is complicated in its details.

Pitman's and Graham's are very much so; while Munson's, obeying general rules throughout, is simple, swift, and easy of acquisition.

I learned Munson's system after having used Graham and Pitman, and I can truly say that, to a beginner, Munson's system is much easier to learn than the others.

The "Complete Phonographer" is by far the best instruction-book in the art, being better arranged and giving its rules in a clearer manner than any other phonographic manual I am acquainted with.

FRED. R. GARNSEY.

NEW YORK, April 1, 1869.

* * * * * * I have, perhaps, peculiar claims as an advocate of Mr. Munson's system, from the fact that I learned both Mr. Pitman's and Mr. Graham's systems, and have set them both aside, becoming a pupil again to learn those modifications of stenography embodied in the "Complete Phonographer," which render it at once a system *without exceptions*, that does not sacrifice legibility for rapidity, nor confuse the mind and charge the memory with numerous arbitrary and unnecessary exceptions to the general rules which I have found to be defects of the other systems I had previously learned and abandoned, and abandoned too, under the disadvantage of having to unlearn part of the vowel scale, and many of the word signs which conflicted with the rules of Mr. Munson's system—difficulties which a beginner in the art would not have to encounter.

R. L. DUGDALE,
Vice-President American Phonographic Society.

105 S. FRONT ST., PHILADELPHIA, March 3, 1869.

MY own phonographic (or, more strictly speaking, *short-hand*) experience began with one of the "cobweb and sky-rocket" systems, so well depicted by Dickens in his "David Copperfield." It answered my purpose certainly to some extent, but at an expense of labor frightful to remember,—if you have never known anything of a system purely arbitrary in its character, do not regret your ignorance.

I soon found, however, that I was behind the times, and determined to begin afresh by learning pure Phonography. I examined both Graham's and Pitman's systems, and consulted friends, being doubtful which to adopt. I found that Graham had simply copied from the latter, introducing nothing really new, but exercising a subtle ingenuity in making the study more difficult and complex, by the use of exceptional and petty expedients of the most perplexing character.

I hadn't either time or patience to wander through such a labyrinth, so chose Pitman's system, and have used it, not only with delight, but pecuniary advantages also.

Since the appearance, however, of Munson's work I have strongly felt that his system must soon become the only one prevalent in this country. The old-school reporters and teachers will, no doubt, adhere to what they already know (the latter, however, may be *driven* to a change through sheer necessity); but as they die out, new beginners cannot hesitate as to the system they should learn—simple, coherent, clear, and beautiful throughout, it offers the only hope for any realization of the Phonographer's dream—*his science within the reach of all.*

I cannot counsel any one, who really knows a system thoroughly, to change, even for a better—that is, if he uses it as a *reporter;* but if a *teacher*, he must advance with the progress of his art. I cannot conceive any greater injustice than for an unfortunate schoolboy to be compelled to such a task as the study of such phonography as Graham's, simply because his teacher knows no other.

I myself have changed to Munson's method, and, now that the task is half-way over, feel infinite pleasure that I did so.

It is to be hoped that we shall soon see Phonography take an equal rank with grammar and geography in the education of every school boy.

D. C. LLOYD.

COLUMBIA, S. C., 5th April, 1869.

I have compared together three systems of Phonography—Benn Pitman's, Graham's, and Munson's—having studied all of them carefully. My impression is that Munson's is in every respect the best—best in being easiest to learn, in legibility, and in simplicity. I think it can be learned in less time by one-third or one-fourth. Its legibility comes of its having more general principles and fewer arbitrary signs. Its simplicity consists, to a large extent, in its being *one* system—in being *one*, while the others are *two each*. Graham's system especially is open to this objection, namely, that there is first a *corresponding* Phonography to learn, and, secondly, a *reporting* Phonography. After the pupil has acquired the corresponding style (which takes longer to learn than Munson's entire), he has to set out with a fresh labor before him, if he wishes to use the art for taking down spoken language.

I regard Phonography as one of the best educating studies for the young. I have been a teacher of youth since 1852.

JAS. WOOD DAVIDSON.

MOLINE, ILL., April 5, 1869.

THE importance and general utility of Phonography should secure for it an immediate introduction as a regular branch of study into all the schools of our country.

In no other way will the public be put in possession of so valuable an auxiliary to education. No person can avail himself of all the benefits of instruction without a practical knowledge of Phonography. Had I been able to write this system when I attended college it would have been greatly to my advantage. I should have profited more by the lectures and addresses, for I could have reduced them to a permanent form and preserved them for future reference; but they are gone forever.

A person understanding Phonography is capable of becoming a much better scholar than without it.

In regard to what particular system of Phonography should have the preference, it seems to me there can be no question. In fact there is but one SYSTEM. I regard Mr. Munson's as immeasurably superior to every other.

A few years ago I commenced the study of Pitman's system, but soon became disgusted with it, and laid it aside forever. It is so complicated with anomalies and exceptional expedients as to be diffi-

cult of comprehension, and an inexhaustible fund of patience is an essential prerequisite to those who would master it. The same objection lies with even greater force against Mr. Graham's system.

The system of Phonography has been greatly simplified by Mr. Munson. He has removed many incongruities, and reduced it to a form both beautiful and symmetrical. It will require much less time to acquire this valuable art than heretofore.

I am a clergyman, and to me the system I practice is indispensable

[REV.] H. I. BROWN.

BROOKLYN, April 2, 1869.

I HAVE been in the constant use of Phonography for the last fourteen years. It has been of incalculable benefit to me, as I am, and always have been, a very clumsy writer of long-hand, as you will, I have no doubt, easily infer from this letter.

I became acquainted with phonography through Benn "Pitman's Manual;" but last spring I procured a copy of Mr. Munson's "Complete Phonographer," and on an examination of it I saw at once that it was superior, in several respects, to anything that had come into my hand. I immediately adopted the system, and during the last ten or eleven months all my sermons, sketches, pulpit notices, diary, etc., have been written according to his system—as nearly as I could write it, with the little time that I have been able to devote to its study. My son, who had commenced the study of Pitman, has laid him aside for Munson.

I do not feel exactly prepared to give a critical estimate of the comparative value of the different systems with which I am acquainted, but I am convinced that Munson's is by far the best; and if I were about to commence the teaching of phonography, I should most certainly use "The Complete Phonographer" for a text-book. I admire it especially for three things—

1. It conforms very closely to its own rules, and especially to the rule of position.

2. Because of this it does not need as much vocalizing as the other systems referred to, in order to be intelligible.

3. It can therefore be learned more easily.

[REV.] H. C. GLOVER,
Pastor of Janes M. E. Church, Reid av., Brooklyn, N. Y.

SKANEATELES, N. Y., April 5, 1869.

* * * * I have made practical use of short-hand for about fifteen years, making daily use of it during the greater portion of that time, and with much benefit. Have been conversant with Pitman's, Graham's, and Munson's systems of short-hand, and have had some experience in teaching them. Although my teaching and practice have been mainly confined to Graham's system, a special occupation* has led me to study somewhat closely the peculiarities of the several systems of short-hand now before the public; and I can say without hesitancy, that if I were to take up the art anew, I should choose the system of Mr. Munson, for its sound basis, its simplicity, consistency, and freedom from exceptions, which render it easy to acquire—for its efficient brevity or adaptation to speed, and for its unsurpassed legibility as a system for verbatim reporting.

C. B. THORNE.

WASHINGTON, D. C., April 5, 1869.

I had acquired some knowledge of another system practically, when Munson's book appeared, and I was so much impressed with the advantages of Munson's system, that I entirely abandoned the other and began the course of the "Complete Phonographer." I am very glad I made the change. and I have recommended all beginners who have applied to me for suggestions to take Munson's book.

Very truly yours, B. D. MUSSEY.

CHARLESTON, S. C., April 7, 1869.

* * I claim for the system of Mr. Munson the nearest approach to perfection of which short-hand writing is at present capable. There is nothing in it of an arbitrary nature to overwhelm the young with difficulties (second only to those met with in the acquisition of a foreign language), as in that of Mr. Graham. * * * * * I have carefully studied the three prominent systems in use in the United States—Pitman's, Graham's, and Munson's—and unhesitatingly affirm, that were it not for the publication of that of Mr. Munson, I would have despaired of ever being a practical phonographer. Its legibility

* Mr. Thorne engraved Mr. Graham's Handbook, Readers, etc., and Mr Munson's "Complete Phonographer."

alone, would place it in a position far above all others; but when, as is the case, it combines all the requisite qualities for speed, it superiority must be evident to the most obtuse conception.

B. G. SHAFFER.

CHARLESTON, S. C., April 6, 1869.

I TAKE great pleasure in bearing testimony to the superiority of the Munsonian system of Phonography over any other.

My first knowledge of Phonography was gained from Graham's "Hand-Book," but my attention being directed to Mr. Munson's work, about fifteen months since, after considerable opposition on my part, I was induced to adopt it.

In regard to its legibility, I am of the opinion that there is no system to equal it. I am a writer of this system, and almost in daily practice.

The great desideratum is a sound system, built on a solid foundation. In my judgment the Munsonian system of Phonography will fulfil this requirement—almost free from arbitrary signs, and more consistent with the rules of science, easier for the teacher and scholar, it is the living system of our time.

C. H. CANTWELL.